



CITY OF SEATTLE
Personnel Department
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<http://www.seattle.gov/jobs>

Employment Opportunities as of Monday, August 25, 2014

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
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2014-00925	Sr. Community Program Developer (Strategic Advisor II)	Classified Civil Service, Regular, Part-Time	\$37.87 - \$56.82 hourly	08/19/14	09/09/14
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Department:

Seattle City Light

Position Description:

Seattle City Light, a department of the City of Seattle, is one of the nation’s largest municipally owned utilities in terms of the number of customers served. Over the years we have worked very hard to keep Seattle's electricity affordable, reliable, and environmentally sound. Today, City Light is a recognized national leader in energy efficiency and environmental stewardship.

This is a permanent half-time position to provide strategic guidance to the Division Director on educational, interpretive, and planning work for City Light projects that involve significant historic or cultural resources and compliance responsibilities. One of the first responsibilities of this position will be to lead efforts related to the restoration and use of the Georgetown Steam Plant which is on the National Register of Historic Places and is also a National Historic Landmark. This work will include developing improved public access to the property; coordinating existing uses of the building; establishing a community involvement process to identify and implement future uses for the building; and working with the National Park Service, volunteers, and other organizations to form an Advisory Committee to develop the future program for the facility and offer tours and exhibits. In addition, the position will assist with other related planning work in the Division as needed.

Job Responsibilities:

- Provide strategic advice and guidance to the Division Director on significant historic/cultural/educational issues related to SCL projects and compliance responsibilities.
- Compile and organize the documents and materials needed to support development of improved public access to the Georgetown Steam Plant.
- Coordinate with City legal affairs, the Department of Archeology and Historic Preservation and Seattle Landmarks Board as needed.
- Develop an Advisory Committee and a process for community involvement to identify programs and uses for the building. Form an advisory committee with members who represent City Light, City Arts and Culture Office, the Georgetown community (non-profits, businesses), historic preservation (Seattle Landmarks, Historic Seattle) and education/interpretation (National Park Service), and others.
- Coordinate with City Arts and Culture Office and other organizations to organize uses of the building for films, art events, and other events.
- Develop a routine program of tours and organize volunteers to assist.
- Coordinate with City Light Facilities to identify and remedy building maintenance and safety issues.
- Develop and organize a library and associated database of all materials related to the Georgetown Steam Plant.
- Undertake other duties as assigned.
- Actively participate in efforts undertaken by the Environmental Affairs and Real Estate Division to ensure compliance with environmental regulations and consistency with City Light’s organizational objective of environmental stewardship.

Qualifications:

Education: Bachelor’s Degree in Urban Planning, Environmental Planning, Environmental Studies, Landscape Architecture, or similar field.

Experience: At least 5 years of experience in negotiations and community involvement related to historic/cultural issues and

experience in the design and implementation of interpretative exhibits and educational materials.

Certification/License: Valid Washington State Driver's License

Additional Information:

Desired Qualifications:

- ☐ Master's degree in urban planning, environmental planning, environmental studies, landscape architecture, or similar field;
- ☐ Strong negotiating skills;
- ☐ Excellent written and oral communication, as demonstrated by presentations and publications.
- ☐ An solid background in promoting community involvement, including setting up advisory committees or boards;
- ☐ Demonstrated ability to facilitate committee meetings and effectively represent City Light issues and concerns;
- ☐ Demonstrated experience in developing interpretive and educational materials for the public.
- ☐ The ability to work effectively with people of all types;
- ☐ The ability handle multiple and varied assignments;
- ☐ Knowledge of federal, state, and local laws, regulations, and policies applicable to historic buildings.
- ☐ Experience in the use of Word, Excel, and databases.

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes criminal history and driving history review.

Want to know more about Seattle City Light? Check out our web page: <http://www.seattle.gov/light/>.