

**PENNVEST Non-Point Source Program**  
**Application Developer Position Description**

**Position Overview:**

The PENNVEST NPS Application Developer position is a temporary full-time position. The purpose of the position is to increase the number and quality of PENNVEST NPS applications being submitted and funded. The Application Developer is responsible for identifying and eliminating bottlenecks in the completion of high-quality PENNVEST NPS applications. The highest priority work would be to make existing mechanisms work more effectively and, ultimately, to assist applicants in securing funding for PENNVEST priority projects.

**Position Responsibilities:**

- Actively work to increase the number of PENNVEST NPS applications submitted and funded
- Build capacity to prepare and submit applications by providing presentations at conferences and meetings; writing articles for publication in newsletters; providing training and assistance, statewide, to county conservation districts, watershed groups, environmental groups and municipalities; providing training (as needed) for PA Department of Environmental Protection Regional Office staff
- Promote systemic solutions to roadblocks to the application process, providing hands-on assistance to applicants (where appropriate)
- Completion of reports for the DEP Central Office and PENNVEST that document the status of application development processes and awards in each of the four project areas (pollution from urban stormwater runoff, agricultural operations, abandoned mine drainage and brownfields) in each DEP Regional Office area
- Position office is located at the Pennsylvania Association of Conservation Districts, 25 N Front Street, Harrisburg, PA 17101, however extensive travel throughout the Commonwealth is required

**Knowledge, Skills and Abilities:**

- Computer expertise (email, word processing, spreadsheets, PowerPoint, ability to learn PENNVEST program requirements, and ability to learn the PENNVEST website application process)
- Technical knowledge of NPS pollution problems and an ability to satisfy complex governmental program requirements
- Proven communications skills (verbal and written)
- An energetic commitment to the success of the program

**Nature of the Work:**

- Work is largely self-directed, taking place in a wide variety of settings including an office, urban and rural, outdoors and others
- Work is organized through the use of an annual work plan including targets for number of projects in each of the four targeted PENNVEST project areas (see above)
- Position complements the Pennsylvania Association of Conservation Districts in further enrolling conservation districts in the PENNVEST NPS application process
- The PA Dept of Environmental Protection Central Office will oversee progress, in consultation with PENNVEST

