

Permit Coordinator – Full Time Opportunity

Organization Overview

Allegheny County Conservation District (ACCD) is part of a national regulatory network tasked with the mission to protect, conserve, promote, and improve our natural resources. ACCD is an innovative district with a diverse program portfolio including urban and rural agriculture, watershed stewardship, improvements to watersheds and wetlands, and regulatory enforcement of PA Chapter 102 and 105 Acts which protect soil and water.

Team Overview

Allegheny County Conservation District (ACCD) is hiring a full time Permit Coordinator, which is part of our Regulatory Team. The Permit Coordinator plays a central role in one of the District's primary functions; the processing and issuance of regulatory permits throughout Allegheny County. The District's goal is to protect our watersheds from becoming impaired by non-point sources of pollution, such as sedimentation. Under a delegation agreement with the Pennsylvania Department of Environmental Protection (PA DEP), ACCD conducts technical assistance, inspections, and enforcement actions when appropriate to mitigate the effects of non-point sources of pollution in accordance with the Clean Streams Law and Chapter 102 Erosion and Sediment Pollution Control and Chapter 105, Water Obstructions and Encroachments.

Position Description

Reporting to The Regulatory Program Director, the position supports permit processing activities for the Allegheny County Conservation District. Key functions include correspondence with permit applicants through official letter, email, and on the customer services phone line. Additionally, this position will perform front of the house, acting as the face and voice of ACCD to clients, delivery services and callers. This high level administrative position is essential to ensuring that permits are issued, managed and terminated in accordance with PA DEP guidelines, as is a critical link in the Regulatory Team's workflow. This position also supports Leadership Team needs such as scheduling and office coordination.

Essential Knowledge, Skills, & Abilities:

- Bachelor's Degree plus 1-2 years of relevant experience; Associate's Degree + 3-5 years of relevant experience
- The most desirable candidates will hold a degree or have a background in development, project management, conservation, environmental science or business administration.
- Ability to work in a team in a fast paced environment, and handle routine inquiries with professionalism and patience.

- Project management basics, proficiency in common computer software packages, ability to learn proprietary record keeping systems and manage data.
- Professional affect. Comfortable and able to interact with diverse stakeholders.

Compensation Overview

Salary: \$38,500 annual salary, non-exempt (overtime eligible) plus benefits including: health, dental, vision, life and disability insurances, paid vacation, sick and personal leave, 15 paid holiday days, retirement with employer contribution. This position comes with a training and professional development program.

Allegheny County Conservation District is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief. Allegheny County Conservation District encourages and welcomes candidates from diverse backgrounds to apply.

To apply, please email cover letter, resume and three references with 'Permit Coordinator' in the subject line to resumes@accdpa.org. The position will remain open until filled.

