

# IRON COUNTY JOB DESCRIPTION

CLASS TITLE: Natural Resource Management Specialist

EFFECTIVE DATE: GRADE:

DEPARTMENT: Administration

## GENERAL PURPOSE

Performs a variety of professional and administrative functions as needed to develop, maintain and implement the Iron County Resource Management Plan (CRMP), which will become the natural resources section of the Iron County, Utah, General Plan.

## SUPERVISION RECEIVED

Works under the general guidance and direction of the Iron County Administrator and in conjunction with Southern Utah University's (Cedar City, UT) Office of Regional Services.

## SUPERVISION EXERCISED

None

## ESSENTIAL FUNCTIONS

- Create, facilitate and manage the Iron County Natural Resource Advisory Council, which will also serve as the Iron CRMP planning entity.
- Develop and maintain the Iron CRMP, the natural resources section of the Iron County General Plan.
- Develop monitoring system for all goals and objectives of the Iron CRMP.
- Responsible for implementing the Iron CRMP.
- Monitor, review, and report to County Board of Commissioners and other necessary county officials regarding all federal and state land and natural resource management agency proposals and environmental analyses that impact Iron County or Iron County interests.
- Submit formal comment to agencies, as warranted, under direction of the Board of Commission and Natural Resource Advisory Council.
- Serve as a representative for Iron County in formal Cooperating Agency agreements with federal agency projects of interest.
- Meet all other participation expectations of and requisite reporting to the Board of Commissioners.
- Responsible for building and maintaining positive and productive working relationships with all state and federal land and natural resource management agencies and personnel as well as with the general public and interest or advocacy groups working on or interested in natural resource issues in Iron County.
- Responsible for public outreach, education and participation on behalf of the Iron County NR Advisory Council and other actions of the office.
- Coordinate creation and maintenance of an Iron CRMP website with County IT Division and County Planning Office.
- Create and distribute newsletter and responsible for other forms of communication such as

press releases, public meetings, public speaking, etc., to ensure public outreach, education and information.

- Coordinate with SUU's Office of Regional Services on CRMP training and implementation.
- Attend appropriate trainings as necessary to retain up-to-date knowledge of planning and plan implementation strategies and other elements of position.
- Provide SUU's & Utah State University's EPIC TASK training for the Iron County NR Advisory Council and other interested community members.
- Other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of strategic and project planning theory and best practices.
- Knowledge of federal land management agency policy/procedures/protocols, rules, regulations, laws and other federal guidelines regarding collaboration, partnerships, cooperative conservation, public participation, etc.
- Knowledge of NEPA, FLPMA, NFMA and other federal rules and regulations governing land and resource planning and management.
- Skill in interpersonal and group communications and public relations.
- Demonstrated skill to successfully operate within, and the ability to lead, partnerships, multi-interest/stakeholder initiatives, collaboration, multi-party community development projects, etc.
- Skill in word processing and computer programs.
- Skill in document composition, particularly planning (both strategic and project) documents.
- Ability to gain knowledge of county organizations and department operations including applicable laws and regulations.
- Ability to research, write, implement and manage grants and grant-funded projects.
- Ability to work unsupervised and accept responsibility for actions.
- Ability to learn and recommend new and improved procedures.
- Ability to maintain cooperative and productive working relationships with those contacted in the course of work activities.
- Ability to maintain files, records and reports.
- Ability to communicate effectively verbally and in writing.
- Ability to manage details in an organized way.
- Ability to maintain confidentiality at all times.
- Ability to organize responsibilities and meet deadlines.

## **WORKING CONDITIONS**

Work is performed in a variety of conditions, anywhere from an environmentally controlled or partially environmentally controlled room to a myriad of outdoor situations (e.g, road sides, mountains, forests, deserts, riparian areas, etc.).

Frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing.

Common eye, hand and finger dexterity required for many tasks.

Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Frequent in-state travel by vehicle to local satellite offices, work sites, and meetings.

Occasional long distance travel by vehicle or airplane to meetings, conferences and seminars.

Must be able to lift and carry 25 lbs for a reasonable distance.

Willingness to regularly work nights, weekends and other non-traditional hours to accommodate

meetings and the needs of partners and the public.

## **EDUCATION AND EXPERIENCE**

Graduation from a college or university with a minimum of a Bachelor of Science or Bachelor of Arts degree, Master's degree preferred, in:

- planning or planning-related field;
- or, environmental studies/science;
- or, natural resource and/or environmental policy;
- or, human dimensions of natural resource use and the environment;
- or, environmental social science (which may have an emphasis in sociology, history, literature, economics, and/or philosophy);
- or, related fields;

and, five years of progressively responsible experience or an equivalent combination of education and experience.

- Demonstrated successful experience and leadership in partnerships, multi-interest/stakeholder initiatives, collaboration, multi-party community development projects, etc.
- Experience in strategic and project planning; plan development and writing; plan implementation; and, plan maintenance.
- Experience in group and project facilitation.
- Experience with researching, writing, implementing and managing grants and grant-funded projects.
- Prefer experience working with or for state and federal land and natural resource management agencies in management, planning or planning-related function.
- Prefer NEPA certification.
- Prefer website management and development experience.
- Prefer experience with GPS technology and GIS software.

## **LICENSING**

Must possess a valid State of Utah Driver License or be able to acquire one within 30 days of hire.

**This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**