



City of Lake Oswego, Oregon

Job Description

NATURAL RESOURCES & STEWARDSHIP COORDINATOR

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 148

Job Code: 4017

Summary

Responsible for the overall coordination of the parks and natural areas protection and enhancement program and Natural Areas Stewardship Program within the Parks & Recreation Department. Essential duties include tracking and photo monitoring natural area progress, mitigation and restoration, being the liaison with the Watershed Councils, overseeing Friends Groups and volunteer work parties, making presentations to Advisory Boards, City Council & community meetings, creating content and communications for social media, and overseeing the City's Tree City & Bee City programs for the department.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Identification of program objectives. Develop an annual work program and budget.
2. Coordinate with other City staff to ensure program implementation. Coordinate with other agencies involved in natural resource matters.
3. Contract administration regarding our Habitat Enhancement Program and Invasive Management Program.
4. Researching, preparing, entering & tracking data as well as presenting quarterly & annual reports related to natural resources.
5. Staff support to the Parks, Recreation and Natural Resources Advisory Board.
6. Researches, prepares and presents reports on natural resource issues involving city owned open spaces, natural areas, trees, stream corridors, wetlands, including protection and enhancement measures.
7. Develops and maintains an inventory and information management system for the Parks natural resources.
8. Develops and administers policies and guidelines for natural resource protection and management.
9. Attends public meetings of various City boards, commissions and committees, presenting reports on program activities and projects.
10. Coordinate & facilitate volunteer work parties with the departments Friends Groups, Stewardship partners, Scouts and outside organizations as related to Parks & Natural Areas. Answer general volunteer inquiries, direct them to appropriate staff, and take accurate messages.
11. Publicize work parties on various media sites in coordination with the city's Communication's Team and update Stewardship page on city website.
12. Staff work parties or outreach events as needed with the ability to work weekends and in inclement weather including gathering of tools & materials prior to the event.

13. Support Natural Areas staff in field data collection, budget tracking, reporting and photo monitoring progress on projects.
14. Assist in coordination of special projects and department activities.
15. Coordinating the City's & Departments Tree City & Bee City Programs.
16. Other duties as assigned.

Minimum Qualifications

Knowledge of:

- Must be able to read and interpret complex rules, regulations and ordinances
- Must have the ability to maintain effective working relations with other employees, elected officials and volunteers and members of the general public
- Must be able to communicate effectively
- Thorough knowledge of the principles and practices of natural resource protection
- Expert knowledge of English grammar, spelling and usage.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices
- Track and recording expenditures
- Apply natural resource protection and preservation measures
- Write reports
- Make presentations
- Resolve conflicts
- Involve the public/and promote positive public relations
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is minimum three years' experience in natural resource field a High School Diploma or G.E.D; or a combination of education and experience sufficient to successfully perform the essential duties of the job as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards. May be required to obtain a Public Pesticide License and an Arborist Certification.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.