



CLASS SPECIFICATION

Class Code: 16750
Date Est: 08/2009
Last Rev: 05/2018
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

NATURAL RESOURCES PLANNER

DEFINITION

Under supervision, provides technical assistance for planning, implementing and monitoring the natural resource management programs under Washoe County's jurisdiction; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in biology, environmental science, forestry, landscape architecture, natural resources or a closely related field AND a minimum of two years of full-time professional experience in planning, implementing and monitoring natural resource management programs on public lands; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Certification as a pesticide applicator must be obtained from the Nevada State Department of Agriculture within six months of date of appointment. Continued employment is contingent upon maintaining valid certification.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist with developing natural resource management strategies, including goals, objectives, policies, procedures and budgets.

Coordinate with staff on identifying natural resource issues and developing, implementing and monitoring natural resource improvement strategies.

Research, collect, compile and analyze natural resource management data (e.g., resource inventory data, water quality data, noxious weed data, cultural resource data); evaluate solutions to natural resource problems and develop recommendations; prepare written reports and audio/visual presentation materials.

Research, apply for, secure and manage grants for implementing natural resource improvement projects (e.g., ecosystem restoration, noxious weed abatement, fuels reduction, water quality improvement).

Inspect natural resource improvement projects during and after construction to evaluate quality of work and materials; ensure satisfactory completion; monitor and measure success; and maintain project functionality.

Represent Washoe County at meetings with federal, state and local agencies, tribes, non-profit organizations, businesses, citizens, and other stakeholders; respond to identified natural resource concerns and relay information to management; resolve natural resource issues in an efficient and timely manner.

Collaborate with other regional, state and federal agencies to develop master plans for managing natural resources.

Assist in the acquisition of lands necessary to implement natural resource improvement projects; make recommendations for future land acquisitions based on ecosystem management and natural resource protection; prepare supporting documentation for acquisition offers.

Evaluate natural resource project proposals from consultants; assist in negotiating the terms and conditions of contracts and prices for consulting services; and manage contracts; ensuring that natural resource management objectives are met without undue cost to Washoe County.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department policies, practices and procedures, including protocol.

Federal, state and local codes, regulation, ordinances and regional policies related to planning, management and regulation of natural resources.

Computer software specific to the department, including ArcMap.

Ability to:

Work independently and exercise good judgement.

Write and submit grant applications and administer grant funds to implement projects.

Work as a member of an interdisciplinary team and share resources, information and knowledge to solve natural resource management issues and achieve organizational goals.

Gain credibility among constituents and co-workers as a trusted, credible representative of Washoe County.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles, practices and theories of natural resource management pertaining to natural resource assessment, improvement, conservation and restoration.

Biology and ecology of regional/local plants and wildlife; wetland, riparian and rangeland ecosystem restoration methods and techniques; noxious weed ecology and management; and other important regional natural resource issues (e.g., flood, drought, fire, climate change, invasive species, water quality).

Scientific methods of experimental design; data collection; statistical analysis and evaluation, interpretation and presentation of results.

Principles of project management and grant administration.

Ability to:

Design, conduct and manage scientific studies; analyze, review, interpret and apply results.

Research, collect, compile, analyze and interpret technical data; make recommendations and prepare comprehensive reports.

Analyze data/information/situations and provide innovative and alternative solutions, anticipate consequences of proposed actions, and make appropriate responses or recommendations.

Read and interpret pertinent laws, statutes, codes, regulations, ordinances, standards, policies and procedures.

Plan, prioritize and execute work tasks to meet schedules and deadlines

Exercise discretion and common sense.

Communicate effectively; prepare and present clear, concise and accurate statements and reports; be articulate and speak with confidence; make visual and oral presentations; tailor the message to the intended audience.

Write correspondence, memoranda, administrative summaries, reports and other documents in a clear, concise manner to address the desired audience; use correct grammar and word usage.

Produce technical reports, planning documents, drawings, charts, graphs and site maps; prepare written and audio/visual presentation materials.

Maintain records and files.

Operate office equipment, including computer equipment and software applications.

Negotiate conflict and build consensus.

Develop and maintain cooperative and productive working relationships with those contacted in the course of work including other departments, divisions, outside agencies and boards, elected officials, management and the general public.

Be open to and effectively cope with change; handle multiple and changing priorities quickly and comfortably.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods of time. Ability to frequently stand, stoop, kneel and walk on uneven terrain. Ability to safely navigate construction sites. Ability to lift and move objects weighing up to 50 pounds. Ability to operate digital camera equipment, audio/visual equipment and office equipment including computer, copier, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.