OPEN SPACE COORDINATOR

DEFINITION

Under direction, is responsible for administering the County open space grant program, as it relates to municipal parks grants and natural areas grants. Open space program work is carried out as defined by the Open Space Initiative and directed by the County. Provides technical and professional assistance to the County and local municipalities; does related work as required.

SUPERVISION RECEIVED

This position reports directly to the Farmland Preservation Administrator.

SUPERVISION\(^1\) EXERCISED

This position exercises no supervision.

ESSENTIAL DUTIES OF THE POSITION:

NOTE: An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed.

Facilitates open space grants, including conservation easements, fee simple acquisitions, municipal parks grants/acquisitions, and Bog Turtle conservation easements.

Reviews all grant applications, appraisals and submission documentation, and makes recommendations for projects to the Northampton County Open Space Advisory Board (NCOSAB).

Responsible for easement inspection follow-up on all preserved open space easements and acquisitions.

Provides technical and professional support to NCOSAB including meeting arrangements, meeting attendance and minutes, records management and budget preparation. Works with NCOSAB to carry out established policies, and when needed, in developing new policies to advance goal of open space preservation.

Attends meetings of the NCOSAB, Northampton County Council Open Space Committee and Northampton County Council as required and provides regular updates to each respective board/committee. Attends required conferences, seminars, workshops and training classes to remain up to date on legislation/industry changes.

Coordinates with Department of Administration on financing, appraisals and settlements.

\(^1\) Supervision is defined as having the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, evaluate performance, reward or discipline other employees or responsibility to direct them or adjust their grievances; or to a substantial degree effectively recommend such action, if in connection with the foregoing, the exercise of such authority is not merely routine or clerical in nature but calls for the use of independent judgment.
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Prepares annual report on open space program and monthly updates for NCOSAB and to Northampton County Council as needed. Annual reports include maps and status statistics on funds expended, acres preserved, and status of projects.

Liaison to municipalities regarding their open space plans, municipal park grants and open space grants. Meets with municipal leaders, environmental advisory councils, environmental agencies, and open space boards and works collectively on open space projects and priorities.

Maintains databases of preserved properties under open space program. Maintains databases of municipal parks’ past and current projects. Reviews and analyzes legislative changes, funding source information, policy amendments and technical reports. Provides guidance and assistance to participating agencies.

Promotes County Open Space Initiative through public relations notifications, articles and information sessions. Conducts open space preservation public outreach and education.

Works with Department of Community and Economic Development to facilitate cooperative grants, as available.

Prepares grant applications in accordance with grant requirements.

Communicates with all grant applicants and land conservation groups and agencies. Serves on committees for grant reviews, as required.

Responsible for maintaining Open Space Initiative guidelines and any other online communications.

Responsible for the promotion of the trail system (current and future trails); creates and distributes information to the public regarding the connectivity of trails as they relate to neighboring counties. Responds to requests for information from the public.

Advocates for funding via County, Commonwealth or municipalities.

Prepares and files reports on all easements held by the County or those held in conjunction with the County.

Responsible for the appropriate disposition of vacant spaces (abandoned property or property acquired via Sheriff’s sale).

Makes presentations at public meetings, to County Council and other organizations.

Performs other related duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the works is similar, related or a logical assignment to the position.
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REQUIREMENTS:

A. EDUCATION: Graduation from an accredited college or university with a Bachelor’s degree in urban/regional planning, or a closely related field.

B. EXPERIENCE: Two (2) years of experience and/or training in land use planning work, conservation/land management, and sustainable trail design, development and construction; or any equivalent combination of education, training and experience, which provides the requisite knowledge.

C. CERTIFICATION/LICENSE:

   Employee must possess and maintain a valid and current motor vehicle operator’s license.

D. KNOWLEDGE, SKILLS, AND ABILITIES:

   Thorough knowledge open space rules and regulations at the federal, state and local levels.

   Knowledge of informational principles and practices commonly employed in developing and presenting special interest training programs and materials.

   Ability to learn specific State and local laws, regulations and operating procedures governing open space use.

   Knowledge of contract management and grant administration.

   Knowledge of the principles and practices of public administration and governmental organizations.

   Basic knowledge of state and federal accounting procedures governing participation in governmental fiscal programs.

   Ability to prepare statistical and financial reports.

   Must have strong organizational skills and effective communications skills, both verbally and in writing.

   Ability to operate a personal computer and secure information from established data processing, spreadsheet, word processing, database and graphics programs (including Microsoft Office, ARC View).

   Ability to establish and maintain effective working relationships with associates, municipal governments, community groups and funding agencies.

   Ability to resolve procedural and/or operational problems in the administration of the open space program.

   Ability to work with a minimum of supervision.

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Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

TOOLS AND EQUIPMENT:

Telephone, personal computer (including word processing, spreadsheet software, ARC View and GIS), calculator, writing implements, fax machine, copy machine, and paper shredder.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee may occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may work in different work site locations as required. Field work will require the ability to negotiate trails and rough terrain.

The noise level in the work environment is usually quiet in the office setting, but moderate in the field.
FLSA STATUS: FLSA EXEMPT
DESIGNATION: Career Service
PAY GRADE: CS-23
UNION STATUS: Non-Union

INCUMBENT’S ACKNOWLEDGEMENT: My signature below acknowledges that I have received a copy of my job description and that I understand that it is my responsibility to perform the duties of the position.

_________________________________________________________________________  ________________
Employee’s Signature                           Date

Print Employee’s Name:______________________________

This signed copy shall become part of the employee’s permanent personnel file.

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.