

Grant Coordinator II (Natural Resources Coordinator)

POSITION:

PRIORITY LEVEL

ESSENTIAL

RESPONSIBILITIES

10 pts.
1. Responsible for developing and coordinating natural resource projects such as the E. Saline Wetland Project.

8 pts.
2. Responsible for implementing the conservation plan for natural resource projects such as the E. Saline Wetlands projects.

6 pts.
3. Develops broad based community support for the project to achieve short term and long range goals for natural resource protection.

6 pts.
4. Assists with budget development as well as assists with seeking additional funds.

EMPLOYEE:

ACTIONS NECESSARY TO MEET RESPONSIBILITIES

- 1.a. Provides leadership in developing and implementing natural resource plans such as the E. Saline Wetlands Plan.
- 1.b. Responsible for seeking information on property, negotiating and acquiring natural resources and buffer areas identified according to established priorities for acquisition.
- 1.c. Works with other agencies and organizations involved in resource protection, being able to identify with people, building effective relationships with farmers, scientists, government representatives, community leaders, elected officials, corporate representatives and volunteers.
- 1.d. Works independently resolving problems or in consultation with the supervisor to solve unusual or complex problems.
- 1.e. Develops, directs and manages multiple projects, creates and follows timelines, and flexible to make changes as needed.
- 1.f. Communicates effectively both orally and written with the project team, subordinates and others involved in this and related projects.
- 2.a. Assess land acquired and initiates management plan for parcel based on technical information on each parcel and following all federal, state and local regulations.
- 2.b. Oversees contracts for research and restoration work related to natural resource projects.
- 2.c. Coordinates efforts of other agencies and organizations involved with natural resource protection including the saline wetland and related fauna and flora protection.
- 2.d. Supervises subordinates including volunteers providing motivation, leadership and management abilities.
- 2.e. Makes recommendations on needed/desired changes to the conservation plan.
- 3.a. Conducts educational seminars and programs for the public on the importance and value of various natural resources.
- 3.b. Conducts periodic public forums on the progress of the project and to provide information as needed.
- 3.c. Develops promotional and educational material on the importance of saline wetland and about the program.
- 3.d. Acts as a resource to others to solve problems.
- 4.a. Monitors the budget staying within the amount provided by funding sources.
- 4.b. Negotiates and contracts with vendors.
- 4.c. Accounts for all funds spent on acquisition as well as operating expenditures, following established guidelines and procedures.
- 4.d. Assists in seeking additional funds through grants, other agencies and private donations.