

LAND RESOURCES MANAGER

FUNCTION OF THE JOB

Under direction, to serve as the head of the Land Resources Division of the Parks and Land Use Department; to be responsible for the planning, coordination, and administration of County, State, and Federal land use and natural resource programs, Countywide integrated solid waste management system, and a Countywide land information systems; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs, plans, develops, and administers a wide variety of County, State, and Federal land use and natural resource programs.
2. Plans, develops, recommends, and implements a Countywide, integrated solid waste management program including waste reduction, recycling, composting, landfills, a materials recovery facility, and planning for future County solid waste needs.
3. Plans, develops, recommends, and implements a Countywide land information systems.
4. Plans, develops, and administers County ordinances, policies and procedures regarding land and water resources management, solid waste management, and land information systems.
5. Hires, directs, assigns, supervises, coordinates, and evaluates the work of personnel assigned to the Land Resources Division and handles personnel problems of the staff.
6. Develops and evaluates requests for proposals and bid specifications; negotiates, administers, and interprets contracts with vendors, and monitors contracts with vendors to ensure compliance.
7. Evaluates programs for effectiveness; reviews and analyzes detailed and complex workload, revenue, expenditure, and accomplishment information; and recommends and implements appropriate programmatic changes.
8. Researches and analyzes current and proposed legislation regarding land use and natural resource and solid waste management; drafts detailed impact assessments and proposals; and recommends and implements required changes.
9. Negotiates, administers, and interprets contracts for engineering services, and monitors such contracts to ensure compliance.
10. Prepares the land resources division strategic plan and budget; and monitors and implements approved expenditures.
11. Negotiates agreements for landfills pursuant to State landfill siting laws.
12. Directs the inspection and enforcement activities on permitted sites.
13. Assists in the development and implementation of computerized processes and databases.
14. Provides technical oversight on project activities relating to surveying, engineering, GIS mapping, hydrology, soil analysis, etc.
15. Prepares detailed grant applications and annual reports documenting grant-associated accomplishments and activities, oversees reimbursement requests, and monitors the execution of grants on an on-going basis.
16. Attends public hearings, meetings, and conferences to provide information on land use, natural resource management, and solid waste management programs; and represents the department in official proceedings.
17. Establishes and maintains effective working relationships with other County departments, local municipal officials, governmental agencies, contractors, landowners, and the general public.
18. Plans, and presents ideas, concepts, and recommendations to the Director and various commissions, boards, and committees.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of Federal, State, and County programs, laws, and regulations regarding land use, natural resource, solid waste management, and land information systems.
2. Thorough knowledge of the current principles and practices of land use, natural resource, and solid waste management, including stormwater management, non-point pollution control, recycling, and GIS.
3. Comprehensive knowledge of the current principles and practices of environmental engineering and land use planning.
4. Comprehensive knowledge of local and state legislative processes and procedures.
5. Comprehensive knowledge of administrative, managerial, and supervisory principles and practices.
6. Ability to plan, coordinate, supervise, implement, and evaluate land use, natural resource, and solid waste management programs.
7. Ability to plan, organize, assign, supervise, and evaluate the work of professional staff.
8. Ability to develop, implement, and manage grant supported programs.
9. Ability to gather and analyze complex data and prepare detailed and complex verbal and written reports.
10. Ability to plan, organize, and effectively present ideas and concepts to various committees, boards, commissions, and other policy makers.
11. Ability to establish and maintain effective working relationships with other County departments, local municipal officials, governmental agencies, contractors, landowners, and the general public.
12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an accredited college or university with a bachelor's degree in land use or environmental planning, public administration, soil science, natural resource management, solid waste management, land information systems, or a closely related field.
2. Five (5) years of progressively responsible professional work experience in natural resource management or a closely related field.
3. A master's degree in an area listed above may substitute for one year of the work experience requirement.