

## NATURAL RESOURCE COORDINATOR

### SUMMARY/PURPOSE

Under general supervision, coordinate the development and implementation of policies, plans, programs, and projects that are intended to protect and restore natural resources on City-managed properties. The position coordinates with government agencies, vendors, and other City personnel on responsibilities that include establishment and management of protected areas, natural resource restoration, urban forest management, project-related environmental assessment and permitting, management of invasive and nuisance species, water resource protection, and optimization of the City's portfolio of green space properties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate development and implementation of policies, plans, and programs intended to protect and restore natural resources on City-managed properties.
2. Advise on development and interpretation of legislation, ordinances, and policies concerning the protection of natural resources on City-managed properties.
3. Coordinate the Duluth Natural Area Program including development, approval, and implementation of nominations, management plans, and restoration plans.
4. Coordinate the development and implementation of City invasive species management policies, programs, and strategies.
5. Coordinate the development and implementation of programs to manage nuisance wildlife species such as deer and geese.
6. Advise on development of forest management plans.
7. Advise on the development of natural resource components of other City plans.
8. Represent the City's natural resource interests in environmental initiatives like the Area of Concern, St. Louis River Habitat Workgroup, etc.
9. Develop restoration projects with local, state and federal stakeholders to that remove invasive species, restore native species, protect water resources, and/or mitigate contaminants.
10. Develop, advise, support, and monitor restoration projects on City property or impacting City property that are carried out by other government and nonprofit agencies.
11. Research, apply, and administer grants to support natural resource management projects.
12. Coordinate or support environmental and cultural resource assessment and permitting processes associated with City projects.
13. Educate and advise City personnel on assessment and permitting processes and opportunities to avoid or minimize project-related harm.
14. Support City-administered Environmental Assessment Worksheet processes on projects by private entities and other government units.
15. Help to identify and acquire properties that need to be, or do not need to be in City ownership to meet goals for environmental protection and outdoor recreation.
16. Organize, facilitate, support, and/or contribute to public meetings.
17. Build strong, collaborative working relationships with partner tribal, state, and federal agencies and their personnel.
18. Work cooperatively with City personnel responsible for stormwater management, planning and zoning, park maintenance, property services, and other functions closely related to natural resource management.
19. Develop, initiate, and provide public education programs in the areas of: environment, surface water management, wildlife, native vegetation, urban forestry, open space and natural resources and volunteer programs.
20. Work with school districts, community groups and other agencies to increase awareness to protect natural resources.
21. Act as the lead on assigned programs and projects and as technical advisor for natural resource related project within the city.

22. Other related duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. B.S./B.A. degree in natural resource management, environmental science, or a related field with a minimum of 2 years of experience in a role focusing on natural resource management, etc. A master's degree may substitute for 1 year of experience.
2. License Requirements
  - A. Possession of a valid MN driver's license or equivalent.
3. Knowledge Requirements
  - A. Knowledge of applicable safety practices and procedures
  - B. Knowledge of grant application process and grant reporting.
  - C. Knowledge of applicable local, State and Federal legislation, regulations and programs.
  - D. Knowledge of public administration and public process.
  - E. Knowledge of public presentation methods.
4. Skill Requirements
  - A. Strong organizational, research, and writing skills.
  - B. Strong communication skills.
  - C. Skill in operating a personal computer and software applications including word processing, spreadsheet, and mapping.
5. Ability Requirements
  - A. Ability to make oral presentations to citizen/community groups and governmental agencies.
  - B. Demonstrated ability to work successfully in independent settings with minimal supervision and to work positively and productively in a team setting.
  - C. Ability to think critically and solve problems effectively.
  - D. Ability to maintain a positive and flexible approach to changing needs.
  - E. Ability to develop and maintain effective working relationships with other staff, outside agencies, and the public.
  - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
6. Physical Ability Requirements
  - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
  - B. Ability to attend work on a regular basis.
  - C. Ability to lift and transport materials weighing up to 40 pounds.
  - D. Ability to work outdoors year round.

HR: MC	Union: Basic	EEOC:	CSB: 04/03/2018	Class No:
WC:	Pay: 34	EEOF:	CC:	Resolution: