

## RESOURCE CONSERVATION COORDINATOR

### **General Definition of Work:**

Performs intermediate professional work in a variety of complex office management and resource conservation program tasks requiring presentations, community outreach, document publication, and public service skills. Work is performed under regular supervision of the District Manager/Senior Resource Conservation Specialist and carried out in the absence of the Manager. Supervises interns and volunteers.

### **Functions/Typical Tasks:**

**Assisting District Manager/Senior Resource Conservation Specialist with District management; coordinating office operations; delivering career development and educational programs to youth and/or adults; receiving, screening and processing emails and telephone calls; assisting the public; explaining, responding, and answering natural resource conservation questions, concerns, and policies to the general public, community groups, and vendors; directs other conservation resource or more complex inquires to appropriate authority; serving as Clerk to the District Board including preparing meeting notices, agendas, and minutes; typing, word processing and data processing duties; maintaining complex and/or confidential records and files; preparing reports.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Prepares lesson plans and presents conservation programs to school groups or adult community groups and provides staff development to educators.
- Assists with the data collection, grant writing and administration, annual reports, and program evaluation.
- Assists with event planning.
- Assists in the preparation of departmental budget and maintenance of related files and reports including maintaining operational, bookkeeping, budget, and program records and accounts.
- Composes, transcribes and or edits letters, policies, resolutions, proclamations, brochures, newsletters, reports and other materials.
- Maintains a departmental program calendars.
- Tracks program tasks and projects.
- Assists in the planning, coordination, and presenting of conservation programs.
- Provides marketing and outreach to the public.
- Assists with maintaining spreadsheets, program reporting, and contract administration.
- Purchases supplies and equipment.
- Receives, sorts and distributes incoming mail; processes outgoing mail.
- Posts and makes entries in accounts and other records.
- Performs related tasks as required and undertakes special projects as assigned by supervisor.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of standard office management; knowledge of the functions of County government and Conservation District governance; knowledge of state and local laws concerning open meetings, and public records; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; ability to make presentations to youth and adult learners, including providing professional development to educators; to community groups.

### **Education and Experience:**

Requires graduation from an accredited college or university with major course work in agriculture, conservation, education, environmental studies or natural sciences.

Prefer supplemental college level course work in administration, communications or related field and/or experience in event planning and/or public speaking is desirable. Knowledge of or volunteer work related to natural resource stewardship is desirable.

Must be a North Carolina Certified Environmental Educator or obtain certification within three years of employment. Must also possess or achieve basic certification in the Professional Employees Development Program within three years of employment.

### **Physical Requirements:**

This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force frequently to

move objects; work requires climbing, balancing, stooping, reaching, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions.

**Special Requirements:**

Possession of an appropriate driver's license valid in the State of North Carolina. Actively commissioned or obtain commission within one year of employment as a North Carolina Notary Public. Requires occasional evening and weekend work for meetings and events. Requires occasional travel for professional development.

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