

Upper Delaware Council Resource Specialist Scope of Services

Summary of Responsibilities

The Resource Specialist provides the primary technical support on land and resource management activities to the Executive Director, Council committees, and the Council itself. The position requires close contact with state regulatory agencies, county planning offices, and town and township planning boards/commissions. There may also be contact with local, state, and federal officials, news media, and the public, including landowners.

The Resource Specialist will provide technical support and coordination functions primarily for the UDC's Project Review and Water Use/Resource Management Committees. The position is oriented mainly toward performing technical reviews regarding the determination of substantial conformance of local laws, plans, and ordinances with the River Management Plan for the Upper Delaware Scenic and Recreational River; reviewing and preparing draft comments on development proposals; and monitoring activities with potential impacts on the river corridor's resources. In all functions, the Resource Specialist will provide staff support to ensure proper implementation of the River Management Plan in accordance with the Land and Water Use Guidelines.

Minimum Requirements

1. Possession of a Bachelor's degree in planning, natural resources, environmental sciences, or a closely related field.
2. Three years of working experience in the management of natural resources, regional or environmental planning, or local land use administration on zoning-related matters.
3. Competency in written and verbal communications, the use of Microsoft Word-based personal computer programs, and in the functions of an office environment.

Relationship to Others

This position is directly responsible and reportable to the Executive Director and ultimately to the Upper Delaware Council. Direction is provided through discussion and written instruction at the request of the Executive Director and for the Council. Tact and discretion are required in the execution of duties and responsibilities. This individual plays a key role as the liaison between the landowners, county planning offices, town/ships and the Council. It is very important that good working relationships be established at the onset, in order to ensure proper and effective implementation of the River Management Plan in accordance with the established Land and Water Use Guidelines.

Job Requirements/Skills

This job requires that the resource specialist be skilled not only in resource management, but local land use administration in New York State and the Commonwealth of Pennsylvania. It requires a

true commitment to the protection of natural resources. The Resource Specialist will be involved in the development of strategies for the implementation of plan objectives. The parameters of the Resource Specialist position extend from technical review to advisory, in order to ensure intergovernmental cooperation. It requires strong oral and written communications skills on a variety of levels. The ability to communicate effectively with landowners and local governments as well as with state and federal government agencies is a necessity.

The full-time position is based on a 40-hour work week. Attendance is required at all committee and Council meetings which are regularly held on the first Thursday, third Tuesday, and fourth Tuesday of each month. From time to time, the person will be required to perform work outside of the normal hours of business such as attending evening or weekend meetings. In such instances, hours will be adjusted accordingly to accommodate the 40-hour work week, subject to prior approval by the Executive Director.

Typical Activities

- Take lead responsibility for technical project reviews to be conducted in accordance with procedures outlined in the UDC Project Review Workbook. Tasks may include the following:
 - a. Review proposed plans, laws, and ordinances that could affect Land and Water Use Guidelines management. Collect data and conduct preliminary analyses of proposed permits and activities.
 - b. Attend hearings and meetings at the request of the Executive Director. This may involve representation of the Council.
 - c. Prepare information garnered from attendance at said meetings in a clear and concise form for review and action by the Council.
 - d. Conduct site inspection of lands and proposed developments for Class I and II projects as appropriate and with landowner permission.
 - e. Prepare maps as related to zoning and subdivision plans and river boundaries.
 - f. Prepare informational materials for affected agencies and the public. Informational materials may include project review documentation, maps, review of zoning and subdivision plans, and site inspections.
 - g. Serve as first contact with the landowner and draft correspondence for signature by the Executive Director or Council.

- Prepare a monthly report of all Resource Specialist activities to help direct discussion at the Project Review Committee meetings, held on the fourth Tuesday at 7 p.m.

- Provide public education for the explanation and application of the Land and Water Use Guidelines to the affected local governments and public through meeting attendance, personal contacts, and information requests.

- Keep abreast of, and gather information on, a wide-range of activities and events that could affect land and resource management issues through the use of e-mails, websites, legal notices, press releases, newsletters, publications, etc.

- Network with, and provide educational information to, UDC members, the National Park Service, landowners, local, state, and federal officials, organizations, news media, and other

interested parties to help protect and conserve the Upper Delaware Scenic and Recreational River corridor, as per the River Management Plan.

- Administer the UDC's Technical Assistance Grants (TAG) program, which includes the annual updating and distribution of application forms, guidelines, and other materials; attending the special Project Review Committee meeting typically held annually on the second Tuesday of September to review and rank applications; monitoring progress report and project deadlines; presenting completed projects to their respective committees for approval and reimbursement payment; and communicating with the municipal project sponsors.
- Draft correspondence, position papers, and other documents as necessary for consideration at UDC meetings.
- Provide technical support to towns and townships in the river corridor in the preparation of plans, ordinances, and programs that relate to the river corridor or implementation of the plan. Provide technical assistance to county planning offices, landowners, or others with projects consistent with the implementation of the River Management Plan.
- Provide primary technical support in carrying out the Council's resource management responsibilities, which are identified in the River Management Plan as: Water Resources; Fish and Wildlife; Threatened and Endangered Species; Unique Land Resources; and Cultural Resources. The Council's Water Use/Resource Management Committee meets on the third Tuesday of each month at 7 p.m.
- Assist the Executive Director and the Council in the development of strategies and approaches to implement River Management Plan objectives, such as through the annual committee work plans, Five-Year Operating Program, and other avenues, including Council functions as overseen by the Operations Committee which meets on the fourth Tuesday of each month at 6:30 p.m.
- Based on skill set, serve as webmaster for www.upperdelawarecouncil.org. Post meeting minutes, news releases, and other items to the website using the Adobe Contribute software program.
- Perform such other duties as the UDC and Executive Director shall direct, consistent with this position.

Salary and Benefits

The salaried rate for this position will be commensurate with experience and qualifications. Increases for future fiscal years will be negotiated with the Council. A schedule of salary and benefits will be included in the employment agreement.

Benefits include standard Social Security, unemployment, holidays, vacation days, education leave and training, and 100% health insurance for the employee. The Council will also contribute 6% of salary (up to \$2,000 annually) to an employee-designated individual retirement account for similar retirement plan. Personal leave is provided for illness, jury duty, maternity or paternity, and emergencies. Certain benefits are initiated upon completion of a six-month probationary period and will be detailed in the hiring agreement.

Hiring Procedure and Begin-Work Date

Applications will be accepted through July 13, 2012. Candidates for the position will be screened for their qualifications, as defined in this position description, by the UDC Personnel Subcommittee, and then for their knowledge, skills, and ability. The best qualified candidates will be selected for personal interviews. The Personnel Subcommittee will make an offer to the best qualified individual.

The starting date for this position will be _____ (to be determined by mutual agreement). The candidate may begin work upon execution of an employment agreement with the Council. The agreement will include the following items:

1. A clear description of the duties and responsibilities for the employee.
2. A clear description of the duties and responsibilities of the Council.
3. A schedule of salary and benefits payable.
4. A schedule for the reimbursement of business expenses.
5. A notice of a six-month probationary period for new employees.
6. A description of the performance evaluation at the end of the probationary period.
7. A description of the performance evaluation to be conducted annually.

The Upper Delaware Council is an Equal Opportunity Employer M/F. It is the policy of the Upper Delaware Council to employ persons without discrimination based on age, race, creed, color, national origin, sex, handicaps or marital status.