CONSERVATION COORDINATOR

FUNCTION OF THE JOB

Under supervision, coordinates the natural resource program including senior level professional work involving natural land management, long-term operational planning, research and data management, project management, partnership development, ecological assessment, public education; perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Develops, directs, and oversees the implementation and refinement of all natural land management plans and projects for Waukesha County parklands, greenways, and trails.
2. Identifies and develops collaborative partnerships with potential sponsors, donors, and conservation-related organizations.
3. Seeks out and manages grants to implement natural resource program objectives.
4. Conducts field studies and research projects and compiles detailed facts and records on plant and wildlife species, alongside other relevant subjects essential to the natural resource program.
5. Manages essential records, databases, and documentation to inform the development of plans and projects.
6. Conducts observation, classification, and inventory of plant and wildlife species to evaluate potential park sites, aiding in both proposed and existing park development and acquisition processes.
7. Promotes support and utilization of the Parks System among individuals, interested groups, and the public through delivering lectures and educational programs.
8. Recommends and initiates corrective action to solve pollution problems and contributes to the preparation of environmental impact statements.
9. Recommends the location of natural area through intensive studies based on the inventory of plant and animal species.
10. Develops, launches, and supervises wildlife and vegetative management programs including invasive species, scheduled mowing, controlled burning, herbicide application and wildlife habitat plantings.
11. Plans, coordinates, and executes burn operations in compliance with safety regulations and environmental protocols; collaborate with land management teams, fire crews, and stakeholders to achieve desired results while minimizing risks.
12. Assesses the environmental quality of existing County parks and proposed park sites.
13. Develops programs for the control of herbaceous plants and pest animals.
14. Assists in the planning, development, and coordination of special events for the promotion of the natural resource program.
15. Recruits, trains, and oversees natural land management staff and volunteers.
16. Provides input and suggestions for both short-term and long-term land use, park, and open space planning projects.
17. Encourages individuals, interested groups, and the general public to take advantage of park services and natural area by conducting tours and nature hikes and by presenting lectures and other educational programs.
18. May prepare complex and detailed horticultural and nature study brochures, pamphlets, exhibits, newsletters, hand-out sheets, and other educational and promotional materials.
19. Conducts field surveys and research projects and compiles and records data on a variety of subjects related to the program.
20. Inspects to ensure the upkeep and maintenance of trail and natural area.
21. Manages the propagation, breeding, planting, culture, and study of a variety of flowers, trees, and shrubs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

22. Responds to public information requests related to environmental problems and issues.
23. Monitors external funding programs and seeks external financial support for projects; coordinates grant funded projects to completion.
24. May assist with strategic planning and preparation of natural land management budget.
25. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of plant materials, ground cover, trees, shrubs, and animal species.
2. Considerable knowledge of environmental education principles and practices.
3. Considerable knowledge of the principles and techniques used in ecological, horticultural, and nature study research, reporting, and planning.
4. Considerable knowledge of plant diseases and pest, plant, and animal control methods and procedures.
5. Considerable knowledge of prescribed burn techniques and safety procedures.
6. Ability to plan, develop, and present environmental education programs.
7. Ability to independently conduct field studies and surveys and to collect and summarize data.
8. Ability to write, design, and lay-out detailed technical reports, brochures, newsletters, and other educational and promotional materials.
9. Ability to utilize word processing, database, and spreadsheet programs.
10. Ability to effectively communicate both verbally and in writing.
11. Ability to plan and direct the work of others.
12. Ability to establish and maintain effective working relationships.
13. 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. Bachelor's degree from a recognized college or university with major courses in environmental education, botany, zoology, forestry, natural resource management or a closely related field.
2. Two (2) years of experience performing duties involving or relating to nature study activities, ecological assessments, or environmental education.