

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Natural Resource Specialist	CLASS. CODE: 0094
DEPARTMENT:	Community Development	FLSA: E
REPORTS TO:	Principal Planner	DATE: 7/1/2002

Job Summary:

Provides technical information and professional judgment on natural resources, restoration techniques; identification and assessment techniques; monitoring and maintenance programs; local, state and federal resource-related regulations, permits; and planning for all City departments and Salem residents. Focus areas' critical topics are wetland and riparian resources; fish and wildlife habitat; evaluation of resource function and condition; Oregon Statewide Goals 5, 6 and 7; the Endangered Species Act, and storm water Best Management Practices.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Develops, conducts and implements programs and projects to protect natural resources to meet Statewide Planning Goals 5, 6, and 7; and address the Endangered Species Act and storm water NPDES permit.
2. Provides technical assistance to other professional and technical staff in the Planning Division, other City departments and the public regarding environmental issues, natural resources, and related local, state and federal regulatory issues.
3. Reviews and evaluates complex development plans, regulatory documents, reports, and proposals with respect to environmental or natural resource impacts and relevant regulations.
4. Responds to public inquiries about natural resources and related regulations and makes presentations to community groups such as watershed councils and neighborhood associations.
5. Performs field investigations of the type, extent, and quality of natural resources including wetland, aquatic, and riparian, and fish and wildlife types. Performs resource mapping and assessment of sites for benefits to native habitat and water quality.
6. Performs field investigation of infractions of local ordinances protecting natural resources.
7. Establishes and maintains professional and effective working relationships with citizens, coworkers, other City departments, state and federal agencies, and consultants.
8. Maintains expertise in environmental and natural resource technology, policy, and regulations.
9. Educates, trains and supervises the work of staff.

Important Job Functions

1. Develops, researches and writes reports, proposals, plans, and documents related to natural resource science areas of environmental impact analysis, ecological/biological sciences, earth sciences, restoration techniques, or regulatory process.
2. Manages and supervises staff, attends management meetings, reviews decisions, solves problems, assists with time management and coordinates with other

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- supervisors in manager's absence.
3. Attends meetings and various training seminars and conferences as required.
 4. Performs other duties as required by Manager.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Global Position System
- Clinometer, compass, measuring tapes and sticks, vegetation keys, camera
- Miscellaneous office automation equipment, i.e. – fax, phone, calculator, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree (Master's degree preferred) from an accredited college or university in an environmental or physical science, other natural science or related field; and, Five (5) or more years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Professional Wetland Scientist desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Ecological/biological and physical sciences.
- Trends, technological changes and developments in the natural resource field
- Federal and State laws and regulations governing management of natural resources and or federal lands such as the Endangered Species Act, Clean Water Act, and Oregon Removal-Fill Law.
- Theory, principles, and application of natural resource management, protection, and restoration.
- Analytical techniques, scientific principles, and methods in applying standards relating to natural resource management, control, program and project monitoring.
- Mathematics, including algebra, trigonometry and statistics.
- Technical computer applications.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Study protocols and methods to obtain more detailed information about natural resources.
- Prepare, document, justify and administer unit budgets.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.

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- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Review work of others to determine accuracy and adequacy of identified conditions, criteria, recommendations and supporting materials.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods; work outdoors in various weather conditions.
- See clearly and discern colors.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain, slopes and slippery areas.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.