

# CITY OF HELENA



**Position Title:** Open Lands Manager      **Department:** Parks & Recreation  
**Position #:** 14712      **Grade:** 145  
**EEO Category:** (08) Service Maintenance      **FLSA:** Non-exempt  
**EEO Function:** (06) Natural Resources      **Work Comp Code:** 9410

## **DEFINITION**

Plans, organizes, and carries out programs to manage and protect open space and natural, biological and recreational resources in and around the city; organizes, implements, and monitors programs to encourage natural resource protection and restoration consistent with city policy and the Helena Open Lands Management Plan; performs other work within the Department of Parks & Recreation as assigned.

## **SUPERVISION RECEIVED**

Directly supervised by the Director of Parks and Recreation. May receive direction from the Superintendent of Parks and Open Lands within a framework of broad policies and procedures. Works closely with the Helena Open Lands Management Advisory Committee (HOLMAC) to accomplish the goals and policies of the management plan.

## **SUPERVISION EXERCISED**

Responsible for direct supervision of seasonal open lands laborers.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize, coordinate, and carry out a comprehensive land stewardship program outlined within the Helena Open Lands Management Plan aimed at maintaining, protecting, and restoring open space and natural and biological resources in and around the city

Collect, compile, analyze, and present an inventory of natural and biological resources and open space within the city's parks and open lands system as identified by the Helena Open Lands Management Plan and other city-owned property.

Select, train, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline procedures according to city personnel policies.

Direct, coordinate, and review the work plan for open lands maintenance crews and volunteers; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; inspect and verify work in progress and completed work assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

Design, develop, and implement specific natural protection, open space, and restoration programs to ensure the sustainability of natural resources in and around the city.

Investigate grants and administer grant or loan applications for natural resource protection and restoration activities.

Review, develop, recommend, and implement policies and procedures to protect local natural resources.

Communicate the elements of the city open space and natural resource protection and restoration strategies to a variety of interested groups and builds consensus with stakeholders to facilitate these strategies.

Assist the Parks and Recreation Director and HOLMAC with acquisition opportunities and grant funds to further the city's open lands conservation and preservation program and to support the negotiation of purchase agreements to acquire land that is within the program scope.

**Important & Essential Duties cont.:**

Initiate contact with property owners who may be interested in protecting and restoring natural resources in the community and offers assistance to them in expediting local natural resource and open space protection and enhancement mechanisms.

Establish and maintain an effective liaison with the Helena Open Lands Management Advisory Committee, as well as, other city and county-wide environmental protection organizations.

Coordinate natural protection and restoration activities with other city departments and staff.

Work with city staff, county staff, private land trust agencies, and others in the preservation of open space and natural resource protection such as transfer of development credit program, open lands management policies, and open lands easements and dedications.

Plan, organize, perform, administer, review, and evaluate the work of professional, technical and/or office support staff on a project or day-to-day basis, provides training and policy guidance and interpretation to staff.

Coordinate and manage consultant services related to biological studies and the identification and protection of natural resources and open space.

Analyze legislation pertaining to natural resource protection and restoration; recommends policy and procedural changes to implement adopted legislation.

Prepare reports regarding natural resource protection and restoration issues and makes presentations to the city commission, HOLMAC, community organizations, and other stakeholders on natural resource protection, restoration, and open space issues.

Maintain accurate automated and manual files.

Serve as a knowledge resource to other city staff in the area of natural resource protection and restoration.

Educate the community on the city's natural resources by means of presentations, brochures, and other materials.

Oversee and participate in the maintenance of the open lands system including but not limited to weed control, forest health, trail maintenance, boundary identification and maintenance, interpretive signage, etc.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Respond to and resolve difficult inquiries and complaints.

Manage and update the City's Open Space webpage (under the Parks Department) as a mechanism for keeping the public informed and involved in open space issues and projects.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices, and techniques of natural resource protection, mitigation, and restoration.

Federal and state natural resource protection and restoration programs pertaining to environmental, biological, land stewardship, resource protection and restoration issues.

Planning issues related to environmental and open space preservation.

Plant and animal species and biological resources endemic to the local area.

Applicable laws, regulations, policies, and procedures.

Principles of geographic information systems (GIS) and related mapping techniques.

Business and administrative computer applications related to the work.

Techniques for effectively representing the city in contacts with governmental agencies, community groups and various business, professional, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to public and city staff in person and over the telephone.

Basic supervisory, budgeting, and program management techniques.

#### **Skill to:**

Identify, protect, and restore open space and natural and biological resources in and around the city.

Review, develop, and implement specific natural protection and restoration programs to ensure the sustainability of natural resources in and around the city.

Communicate elements of the city's open space and natural resource protection and restoration strategies to a variety of interested groups and build consensus with stakeholders to facilitate these strategies.

Collect, compile, analyze, and present an inventory of natural and biological resources and open space within the city's open lands system as identified by the Helena Open Lands Management Plan.

Initiate contact with property owners for the purposes of protecting and restoring natural resources in the community.

Coordinate the efforts of city staff, the county, private land trust agencies and others in the preservation of open space and natural resource protection.

Plan, direct, and perform the work on a project or day-to-day basis.

Use sound, independent judgment within general legal, policy, and procedural guidelines.

Prepare accurate and effective reports, policies, procedures, and other written materials.

Make effective oral presentations to diverse audiences and function tactfully and persuasively on interdisciplinary committees and with individual contacts.

Establish and maintain effective relationships with those contacted in the course of the work.

Operate modern office equipment including computer equipment.

Operate a wide variety of equipment and tools used the maintenance of natural areas in a safe and effective manner.

Operate a motor vehicle safely.

**Ability to:**

Select, supervise, train, and evaluate maintenance staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Plan for the future needs of the open lands system and develop cost estimates and projections.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Read, interpret, and apply a wide variety of technical information.

Ensure the maximum utilization of manpower, equipment, and supplies.

Accurately determine project material needs.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to the requests and inquiries from the public.

Communicate clearly and concisely both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands**

Must possess mobility to inspect and work in field locations that require walking over rough, hilly, uneven, or unpaved ground and with exposure to natural elements; ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb mountains, and lift a minimum of 50 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and before groups; Ability to withstand exposure to cold, heat, indoors and outdoors.

**Work Environment**

May be required to work occasional overtime, evening, or off-hour shifts. Will be required to work in both an indoor, office environment and outdoor environment.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years experience of responsible maintenance and management of natural open space including supervisory experience.

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college with major course work in biology, natural resource management, or a field related to the work and experience in dealing with management, conservation, and preservation of natural lands.

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of, or ability to obtain, a Montana State Pesticide Applicators license within 12 months of hire.

Effective Date: November, 2007

Updated: July, 2014