



Position Description

Position Title: Director of Natural Resources **Reports To:** Executive Director
Department: Natural Resources **Salary Range:** \$78,000 - \$90,000 DOQ
FLSA Status: Full-time/Exempt **Last Revision:** August, 2022

POSITION SUMMARY

Provides planning, managing, and directing all functions and activities of the Natural Resources Department, which include land and wildlife management, habitat restoration, and compliance with all local, state, and federal laws. This position is responsible for providing professional assistance to agency staff and promoting cooperative working relationships with other agency departments, volunteers, local environmental organizations, regulatory agencies, board members, and several public and private groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides daily field oversight of the Forest Preserves of Winnebago County's Natural Resources Department workload.
- Supervises, trains, and evaluates all employees in the Natural Resources Department and oversees various projects.
- Has an understanding and ability to perform Geographic Information Systems (GIS) mapping and establish GIS databases.
- Prepares and proposes annual departmental operating and capital project budgets. Prepares all departmental documents and presentations required for board meetings.
- Assesses current properties for preservation and ecological value and makes recommendations to the Executive Director.
- Evaluates properties for potential acquisition based on natural resources and ecological value and criteria set by FPWC, the Board of Commissioners, and the Land Advisory Council. Make recommendations for acquisitions to Executive Director.
- Explores new grant sources, writes and administers grants for natural resource projects, makes presentations, and attends grant hearings. Advises the Executive Director of any grant opportunities and is responsible for grant follow-up compliance and reporting.
- Develops and maintains the land management and restoration program including controlled burning, farmland management, reforestation and native vegetation planting, endangered and threatened species monitoring, invasive species monitoring and control, and oversees the volunteer ecological stewardship program.

- Directs and manages the administrative operations of the Natural Resources Department, meets regularly with department staff to establish existing and upcoming seasonal work initiatives, and coordinates projects and planning with other departments.
- Organizes Natural Resource activities with other District departments, partner groups and recommends partnerships with other land management agencies to assist with the planning and implementation of natural resource projects.
- Set and achieve departmental goals and direct the department's staff in the preparation of annual work plans and management work schedules showing individual projects and tasks, staff assignments, and costs and funding sources.
- Updates Natural Resource Management Land Restoration plans with input from the Natural Resources Staff on an annual basis.
- Acts as departmental liaison along with the Natural Resources Manager to the U.S. Fish & Wildlife Service, U.S. Environmental Protection Agency, Illinois Nature Preserves Commission, Illinois Department of Natural Resources, local colleges and universities on matters concerning natural areas management, ecological research, regional conservation goals and planning initiatives, and threatened and endangered species concerns.
- Attends professional seminars, conferences, workshops as appropriate within budget parameters and with approval.
- Obtains and maintains all required licenses and certifications and keeps up to date on professional trends and developments related to the position.
- May require working irregular hours, including evenings and weekends.
- Prepares reports, analysis, proposals, programs and presentations related to areas of responsibility for the staff, administration, committees, commissions, and other public meetings.
- Develops and recommends policy considerations affecting land management, land use practices, and natural areas restoration and management activities.
- Provides leadership in the assessment of ecological impacts to facility development plans and/or operations.
- Performs other related tasks as assigned by the Executive Director.

KNOWLEDGE REQUIRED FOR THE POSITION

Must have modern supervisory/managerial principles and techniques. Excellent knowledge of principles, methods, and practices of natural resources management. Possess strong critical thinking, problem-solving and effective written and oral communication skills. Understanding of Geographic Information Systems (GIS) mapping and database creation.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires a valid driver's license and must obtain a valid pesticide applicator's license within six (6) months of hire.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in parks and recreation administration, environmental science, ecology, or natural resource management or related field. A minimum of five years related experience, including environmental science and restoration. Five years of supervisory experience including team leadership responsibilities, as well as managing budgets and project costs.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

MACHINES, TOOLS, AND EQUIPMENT

4-wheel drive trucks, backhoe, skid loader, tractors, trailers, wood chippers, stump chippers, chain saws, and all other related landscape and carpentry tools, hand and power tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, explosives, and vibration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually loud.