



CITY OF GREELEY
invites applications for the position of:

Natural Resources Superintendent

SALARY: \$78,093.00 - \$89,796.00 Annually

OPENING DATE: 11/07/18

CLOSING DATE: Continuous

JOB SUMMARY:

General Purpose

The City of Greeley has a challenging and rewarding opportunity for an individual interested in making a difference and being part of a vibrant and growing community. The Natural Resources Superintendent is an integral part of the organization and member of the Culture, Parks and Recreation Department's senior management team. The NR Superintendent will have responsibility to direct a team of professionals to plan, develop, and implement the City's priorities in establishing and implementing a newly created Natural Resources Division which currently includes approximately 900 acres of natural areas and a growing network of trails including approximately 11 miles of the Poudre River Trail.

The Division includes land management, trail development and management, easements and Conservation Easement administration, and integrating new properties into the City's Natural Areas network. The Superintendent will pursue and execute land and conservation easement acquisitions, which may at times involve associated water rights. The Superintendent will develop and maintain relationships with landowners, ditch companies, developers, Weld County, adjoining Cities, other public and private land conservation agencies including Great Outdoors Colorado and the Trust for Public Lands, and other City Departments. He/she will also lead the Natural Areas professional staff and present relevant information to the Parks and Recreation Advisory Board and, at times, City Council.

Position is best suited to an entrepreneurial and innovative conservation practitioner.

The position includes frequent interaction with the Director of CPRD, Parks and Forestry Divisions within CPRD, Water & Sewer and Public Works Departments, the Poudre River Trail Board of Directors, the media, community leaders and citizens.

About Greeley

With a population of over 105,000 within a 46.4 square mile area, Greeley has enjoyed a steady population growth averaging just over 2 percent annually. The county seat for Weld County, Greeley is situated 30 miles east of the front range of the majestic Rocky Mountains near the confluence of the Cache la Poudre and South Platte Rivers and 52 miles northeast of Denver. Greeley is home to the University of Northern Colorado (UNC), the third largest university in Colorado with an enrollment of 12,500, and Aims Community College which has served the community since 1967.

For more information about Greeley's unique character relative to the outdoors, visit: www.playgreeley.com, <http://greeleygov.com/activities/parks>, or <http://www.poudretrail.org/>.

About the Department

The Natural Resources Superintendent reports to the Director of Culture, Parks and Recreation (CPRD) and will oversee an existing staff of five full-time members as well as (currently) three to five seasonal staff and potential university interns. The staff is presently housed within the Forestry and Natural Areas operations of the Parks Division. The Superintendent will have the opportunity to synthesize the functions of this new Division as part of program growth, which currently carries an operating budget of \$577,000 plus additional capital funds for land acquisition and equipment replacement.

Greeley's CPRD has recently been recognized for its management of natural areas with a Columbine Award for Innovation from the Colorado Parks and Recreation Association and a Blue Gramma Award from the Colorado Open Space Alliance. Greeley was also a finalist for a national Gold Medal Award from the National Recreation and Park Association and the American Academy for Park and Recreation

Administration. The Department is also in the process of national accreditation (CAPRA).

This position is open until filled with first review of applications December 3, 2018.

EXPERIENCE, KNOWLEDGE, SKILLS:

Requirements and Preferred Qualifications

- Bachelor's degree from an accredited college or university with major coursework in Natural Resources Management, Forestry, Natural Areas and Open Lands Management, Wildlife or Conservation Sciences, or a related field. Master's degree preferred.
- A minimum of 5 to 7 years supervisory experience and managerial and supervisory abilities to effectively plan, organize and direct activities of staff engaged in a variety of natural areas activities.
- Experience using Microsoft Office including Word, Excel and Outlook, as well as general computer and software required.
- Possession of, or ability to obtain, a valid Colorado Driver's License.
- Extensive knowledge of natural areas and open lands conservation and the management of a local government programs to plan for and implement conservation and preservation priorities.
- Working knowledge of the Colorado High Plains Grasslands region preferable.

ESSENTIAL FUNCTIONS:

Essential Duties and Responsibilities

- Exercise managerial and administrative oversight of the Natural Resources Division by developing a comprehensive program and developing goals, objectives, policies and priorities, short and long-term capital, financial and operations and staffing plans for the City's natural areas program and recreational trails.
- Ability to act as the City's representative in regards to regional collaborative efforts and preservation of natural areas, particularly along the Cache la Poudre River corridor.
- Ability to provide advice and technical assistance to various City departments regarding natural areas and open lands.
- Working knowledge of real estate principles, legal processes and experience in negotiating fee-simple and conservation easement acquisitions for real property and water rights.
- Determines fair market land values through in-house data or by appraisal and negotiates terms and conditions of land conservation acquisitions (fee simple purchases, conservation easements, trail easements, etc.) with landowners and/or their agents in collaboration with the City's Real Estate Department.
- Ability to strategically prepare and manage grant applications and prepare requests for proposals, bid specifications and manage contracts and contractors.
- Working knowledge of budget preparation, implementation and monitoring of operational and capital resources.
- Ability to demonstrate excellent oral and written communication and presentation skills.
- Ability to work collaboratively with the Water and Sewer Department in assessing and acquiring new assets that are mutually beneficial to the protection of the City's water resources and public lands, including the creation of wetlands banking for City benefit.
- Develop and maintain appropriate weed control programs through application and maintenance of herbicides, mechanical, and biological control agents.
- Monitor management actions and apply monitoring results (Performance Measures) for adaptive management practices.
- Develop, implement and monitor standard operating procedures and systems necessary to the smooth operation of the Natural Resources Division.
- Manage conservation easement (CE) stewardship programs and enforces CE terms. Resolves violations on any CE properties. Facilitates amendments to CEs on existing conserved properties when necessary.
- Ensures staff compliance with regulatory safety protocols, and assists with oversight of department safety committee and coordination.
- Acts as a staff liaison to the non-profit Poudre River Trail Board and the City's Parks and Recreation Advisory Board, makes presentations to other advisory boards, the City Council and a variety of community groups.
- Serves as a member of the Poudre Learning Center Board of Directors.
- In conjunction with the Poudre River Trail Board of Directors and the Poudre River Trail Manager, recruits and trains employees and volunteers for trail related work. Maintain effective

communications with volunteers including notification of project details and training opportunities. Supervise work on trails and take corrective actions when needed.

- Maintain cooperative and efficient relationships with the Parks Division to organize, schedule and accomplish required maintenance activities in open space areas and recreational trails.
- Plan for potential development of educational and interpretive programs, public relations and marketing strategies.
- Develops and manages effective and inclusive public and team processes. Demonstrates business savvy and political astuteness.
- Collaborative in approach with others across the organization and committed to excellence in the promotion of City services, policies and projects to citizens, community organizations, businesses, and the media.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work Environment

- Typical office environment with moderate levels of noise;
- Frequent use of a vehicle;
- Frequent public contact;
- Occasional outdoor work involving hiking over rough terrain;
- Occasional exposure to all types of weather conditions;
- Occasional exposure to various types of machinery noise, dust, dirt and debris;
- Potential exposure to chemicals used in vegetation and wildlife management;
- Must be available to work weekends, holidays, evenings and as events or operations may require.

Physical Requirements

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:

- Regularly required to sit;
- Occasionally required to stand, walk;
- Ability to use hands to finger, handle, or feel;
- Ability to stoop, kneel, crouch or crawl;
- Superb communication skills in order to convey accurate and timely information both verbally and in writing to a variety of audiences;
- Vision high enough to perform physical activities, read computer keyboards, reference books and other written documents and assess outdoor environments;
- Manual dexterity enough to operate equipment, tools, vehicles and machinery;
- Strength and stamina enough to carry, load and unload equipment up to 25 lbs for activities;
- Ability to walk and move over rough, uneven and rocky surfaces in the performance of job duties.

Core Values

Wisdom
Excellence
Accountability
Stewardship
Principled Relationships
Integrity

Our Mission: A City Achieving Community Excellence

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.greeleygov.com>

1000 10 Street
Greeley, CO 80631
970-350-9561

hr@greeleygov.com

Position #CPR1989-18a
NATURAL RESOURCES SUPERINTENDENT
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Natural Resources Superintendent Supplemental Questionnaire

- * 1. What interested you in this position?

- * 2. Describe your familiarity with and interest in Greeley as a place to live and work.

- * 3. Briefly describe your supervisory experience and management philosophy.

- * 4. Describe your experience as it relates to natural areas management for an organization (include the scope and other individuals and groups involved).

- * 5. What is your highest level of education?

- * 6. What is your experience with management of volunteers?

- * 7. What do you consider your primary strong suit?

- * Required Question