

Resource Specialist II

Performs professional project management and coordination for Larimer County Natural Resources parks and open land properties. Project manager is responsible for coordinating and implementing planning, design, budgeting, construction and expenditure control of capital projects including facilities, parking areas, trails and trailheads, campgrounds, aquatic recreation amenities and other infrastructure.

Responsibilities

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

Essential Functions

- Exercises direct and indirect supervision over professional and technical staff as assigned.
- Team lead for coordinating, permitting, and managing Department capital planning and construction projects
- Maintains Department asset list and tracking system.
- Provides oversight to a variety of consultants/contractors, assists with developing including requests for proposals and interviewing and hiring consultants/contractors.
- Coordinates with Engineering, Planning and other County Departments and internal staff to manage capital improvement projects, including monitoring project schedules and budgets from initiation through planning, execution and completion of assigned projects.
- Creates and updates procedures to improve project management and processes
- Provides leadership on all aspects of project management - coordinating planning, design, and implementation and resolves and documents project issues, problems, and changes
- Facilitates and maintains productive working relationships with project teams and task groups to garner input on aspects of projects.
- Coordinates and schedules appropriate resources to perform tasks.
- Ensures adherence to Department goals and legal requirements for natural and cultural resource protection.
- Develops detailed budget financial and projected budgets for assigned projects. Responsible for monitoring and updating budgets and controlling expenditures.
- Work closely with the Department's accounting staff to ensure all capital development projects are identified and included in appropriate planning documents. Ensure projects expenditures are projected and scheduled accurately.

Job Code	69696
FLSA Status	Non-Exempt
Pay Grade	908
Min Hourly	\$29.1643
Mid Hourly	\$34.9971
Max Hourly	\$40.8300
Min Monthly	\$5,055.15
Mid Monthly	\$6,066.17
Max Monthly	\$7,077.20
Min Yearly	\$60,662
Mid Yearly	\$72,794
Max Yearly	\$84,926

- Coordinates, manages, assigns, tracks, and evaluates progress of individual projects and provides reports as necessary.
- Ability to manage and/or lead special projects that may be complex or controversial.
- Handles inquiries from the public regarding projects, facilities, trails, or other issues as needed.
- Attends Departmental Board, Planning, Board of County Commissioners (BOCC, and other meetings or task force groups as required; makes presentations to these groups as requested.
- Develops yearly work plans and helps establish Department objectives and priorities
- Represents the Department as requested
- Develops policies, systems, and procedures related to capital projects as assigned.
- Assists in setting annual goals, objectives, strategic plans and annual budgets.

Nonessential Functions

- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Larimer County employees may be required to work as a Disaster Service Worker.
- Performs other duties as appropriate or necessary for performance of the job.

Knowledge, Skills, & Abilities

- General office practices and procedures.
- Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- Communicate clearly and concisely, both verbally and in writing.
- Read and comprehend department and County rules, regulations, policies and standard operating procedures.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Regular, predictable attendance.
- Strong project management skills
- Decipher technical site plans, landscape designs and construction documents.
- Good working knowledge of bid processes, change orders, contracts, etc.
- General familiarity with principles and practices of natural resources/ecological protection and outdoor recreation management.
- Familiar with the construction, maintenance and management of facilities that support boating, camping and recreation amenities
- Strong budget management and resource allocation skills according to governmental standards and procedures
- Environmental permitting and regulations.

- Larimer County real property and land use regulations.
- Use computer-aided design (CAD) software to create drawings and plans
- Applicable federal, state, and local laws, rules and regulations pertaining to assigned area.
- GIS applications, mapping and uses.
- Commit to providing effective and efficient customer service to the public and to co-workers.
- Demonstrate sense of fairness, honesty, practicality and long- range vision.
- Adapt appropriately to circumstances and handle stress effectively.
- Supervisory principles, procedures and methods including selection, training, discipline and evaluation.
- Methods of effective leadership
- Group process, group dynamics, meeting facilitation, negotiation, mediation and group problem solving principles and techniques.
- Facilitate public and working group meetings effectively and to positive outcomes

Qualifications

- Bachelor's, or equivalent education, for an accredited college or university with a major coursework in Natural Resources Management, Project Management, Outdoor Recreation Management, Construction Management or Architecture required. A Master's degree preferred.
- Four (4) years of advanced experience in a directly related field or in the performance of similar duties and responsibilities with little direct supervision.
- Possession of a valid Driver's License by date of hire required.

Physical Requirements

Strength - Medium

Movement - Occasionally

- Climbing, balancing, stooping, walking on uneven terrain, kneeling, crouching, crawling, reaching, handling, fingering and feeling.

Auditory – Not Limited

- Talking and hearing.

Vision – Required

- Near acuity, far acuity, and depth perception.

Environmental Conditions and Physical Surroundings – Exposure - Occasionally

- Exposure to weather, noise, vibration, atmospheric conditions and platform for movement.

Equipment Utilized

- Office equipment, basic hand tools, power tools and small motorized equipment, vehicles and heavy equipment.

Hazards – Occasionally

- Proximity to moving mechanical parts, exposure to electrical shock, working in high exposed places, exposure to toxic or caustic chemicals, exposure to dust, fumes, gases or airborne particles and working in road ways or constructions zones.

Computer Use - Frequently

- Driving – Occasionally

[Definitions of our physical requirements](#)