



	Job Description
Title of Position	Open Space Coordinator
Date Created / Revised	April 2024
Workers Comp Code	9410
FSLA Exempt / Nonexempt	Nonexempt
Department	Parks, Recreation, and Open Space
Division	Open Space

**SUMMARY OR GENERAL PURPOSE:**

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The Open Space Coordinator leads various projects and initiatives including Wildlife Plan implementation, integrated weed and pest management, coordinating volunteers and engagement with youth and community-driven work groups. This role involves close collaboration with maintenance personnel, the Education and Outreach coordinator, volunteers, and youth corps, focusing on the assessment, conservation, and enhancement of Lafayette's Open Spaces.

**ESSENTIAL FUNCTIONS:** *The following duties are illustrative only and are not intended to be all inclusive:*

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- Recruit, manage, and maintain effective communication with volunteers and youth corps including notifications and training.
- Utilize knowledge of local ecosystems to create site-specific work plans based on Open Space plans, goals, and objectives for youth corps and other organizations to implement in the field.
- Coordinate collaborative projects and work plan implementation with staff, volunteers, organizations, and partner agencies.
- Manage and assist with existing designations relevant to Open Space such as Bird City designation, Mayor's Monarch Pledge, and Pollinator District designation.
- Coordinate small and large events in conjunction with other divisions, volunteers, organizations, and partner agencies.
- Pilot and maintain outreach plans to engage the community to promote stewardship of Open Space values and other relevant topics.
- Provide communications support for the Open Space division.
- Create and implement programs to help maintain the balance of ecosystem preservation and passive recreation in Open Space.
- Design and draft educational, interpretive, and safety signage.



- Represent and safeguard the values and priorities of the department in establishing open space policies, procedures, and regulations.
- Advocate for and draft appropriate code amendments with Open Space Superintendent, Parks and OS Manager, and the Department Director.
- Strategically prepare and manage grant applications, requests for proposals, lease documents, and assist with managing contractors.
- Assist with outreach and education of open space and sustainability initiatives by developing programs, marketing strategies, scheduling, and public relations materials in collaboration with the Education and Outreach Coordinator.
- Demonstrate excellent oral and written communication and presentation skills. Prepare and deliver presentations to advisory boards, City Council, and a variety of community groups.
- Must be available to work weekends, evenings, or as events and operations may require.
- Perform related work as required and assigned.

#### **REPORTING RELATIONSHIPS:**

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**SUPERVISION RECEIVED:** Works under the general supervision of the Open Space Superintendent.

**SUPERVISION EXERCISED:** May exercise general supervision over Seasonal Open Space Workers.

#### **QUALIFICATIONS:**

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**KNOWLEDGE:** Requires an in-depth comprehension and familiarity with local ecosystems, encompassing native, invasive, and noxious flora and fauna. Thorough understanding of natural areas and open space conservation in the Colorado high plains prairie and the management of urban open space programs to plan for and implement resource conservation and sustainability practices. Experience working with youth, managing volunteers, and coordinating with outside organizations to implement projects. General computer and software knowledge is required.

**SKILL:** Demonstrated skill in natural resource management and the ability to research, develop and apply concepts to operations. Experience in program coordination including volunteer management, youth corps oversight, and partner agency collaboration. Creative in developing solutions for ecosystem enhancement in urban settings.

**ABILITY:** Develop and implement projects in the field while making executive decisions without supervision. Communicate and present ideas effectively orally and in writing. Maintain a high level of self-motivation and initiative while working with moderate direct



supervision. Effective collaboration with internal City departments, partners, contractors, Lafayette businesses, and the public is required and deemed crucial for accomplishing objectives. Establish effective working relationships with peers and supervisors. Deal tactfully and respectfully with residents, property owners, contractors, and partners. Make independent decisions based on sound reasoning, good judgment, and established City values and procedures.

#### **EVIDENCE OF QUALIFICATIONS:**

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*EDUCATION:* Bachelor's degree from an accredited college in Natural Resource Management, Environmental Science, Wildlife or Conservation Sciences, Biology, or closely related field.

*EXPERIENCE:* 2-3 years of experience in a position that provides evidence that the incumbent possesses the required knowledge, skills, and abilities.

#### **SPECIAL REQUIREMENTS:**

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Must possess a valid Colorado Driver's License, provide proof of a safe driving record, and maintain a safe driving record for continued employment.

Experience using Microsoft Office, including Outlook, as well as GIS-Arc View

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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Work is performed in both an office environment and in the field during all types of weather conditions. Field work often requires traversing uneven terrain, mud, and snow/ice, negotiation of stairs, climbing on or over fences, moving debris and posting of signs. Hazardous conditions may exist due to adverse weather and working at heights at historic sites or buildings. Employees must have basic agility skills to walk, sit, stand, climb, balance and be able to speak and hear. The employee must occasionally lift and/or move 25 pounds. Occasionally, the employee will be required to work in harsh environments including extreme cold and heat or temperature swings.

The ability to communicate in a clear and concise manner both in writing and verbally is essential. This position requires correctable vision, ability to read documents and perform multiple concurrent tasks and to work under stress with frequent interruptions. Interaction with the public is an everyday occurrence and requires the ability to direct, negotiate and mediate.

#### **INDEPENDENCE OF ACTION:**

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Work is performed within authorized limits prescribed by the Director and/or policy. Will exercise independent judgment in selecting and interpreting information, handling deviations from standard methods, and resolving problems. Finished work is reviewed for attainment of objectives and adherence to deadlines.

**EQUIPMENT USED:**

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The ability to properly operate or use the following equipment is necessary for this position: telephone, copier, computer, calculator, and other office equipment. Equipment also includes basic hand tools, cameras, cellular phone, and frequent use of a City vehicle.