



Job Announcement

20260248 Open Space Specialist II

CLOSING DATE: Open Until Filled

APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)

Department: External Services

Division: Community Enrichment

2026 Hiring Range: \$38.29 - \$42.54/hour

Monday – Friday, 8:00am - 5:00pm; Some weekends and evenings required

Regular Full-time with Benefits

Benefits include: Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan, 401(a) Money Purchase Plan, Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Parental and Caregiver Leave, Sick, Vacation at start of employment, Holiday pay, EAP, Tuition Assistance.

Other benefits: Optional, employee elected, voluntary benefits are available.

Open Until Filled positions may close without advance notice. To be considered, please apply as soon as possible.

This is a fixed-term position anticipated to end 05/31/2031.

Definition:

Under general supervision, the Open Space Specialist II provides technical, administrative, and program support for the Open Space Division. This position coordinates and supports assigned processes and activities related to property and project records, real estate and conservation transactions, grants and funding administration, conservation easement monitoring, and division projects and programs.

The Open Space Specialist II works independently on assigned duties, applies established procedures and standards, and collaborates with staff, partners, and the public to support implementation of Open Space projects, programs, and services. The position may serve as a resource to other staff on assigned systems, records, and processes, but does not serve in a division management or project leadership capacity.

Principal Duties:

Property, Real Estate, and Records Support

- Maintain and organize property, project, and transaction records, including deeds, easements, agreements, due diligence materials, and other related documents.
- Coordinate document flow, filing, tracking, and record retention for assigned real estate, land, and property-related matters.
- Assist with preparation, assembly, review, and routing of transaction materials, correspondence, forms, and supporting documentation.
- Review property, legal, and planning documents for completeness, consistency, and accuracy; identify missing information and coordinate follow-up as needed.
- Support staff with due diligence coordination, including tracking appraisals, surveys, title materials, environmental reports, and closing-related documents.
- Maintain assigned recordkeeping systems, document libraries, and files in accordance with City procedures and division needs.
- Coordinate with internal departments, external agencies, consultants, attorneys, title companies, and other partners to support assigned work.

Grants & Funding Support

- Assist with researching, tracking, and organizing grant and funding opportunity information relevant to Open Space projects and programs.
- Support preparation and submission of grant applications and related materials. Maintain grant files, schedules, deadlines, and reporting records.
- Assist with grant administration activities, including reimbursement requests, progress reporting, and documentation of compliance requirements.
- Coordinate with staff, partners, and funding agencies regarding grant-related materials and timelines.

Program & Project Support

- Provide technical and administrative support for division projects, programs, and planning efforts.
- Assist with preparation of reports, presentations, correspondence, public meeting materials, notices, and other project or program documents.
- Support coordination of meetings, public outreach activities, mailings, surveys, and related logistics.
- Maintain project records, schedules, tracking tools, and reference materials.
- Assist with research, data collection, and document review related to Open Space properties, projects, and program needs.

- Support implementation of division procedures, forms, and administrative systems.

Conservation Easement and Land Stewardship Support

- Assist with conservation easement monitoring activities, including scheduling, site visit coordination, documentation, and report preparation.
- Maintain conservation easement records, baseline documentation, monitoring files, and related materials.
- Support review and documentation of easement-related requests, compliance matters, and internal project coordination.
- Assist staff in tracking obligations, deadlines, and follow-up actions related to assigned land protection and stewardship activities.

Engagement & Coordination

- Respond to routine inquiries from the public, partner agencies, and other departments; provide information or route requests to appropriate staff.
- Build and maintain effective working relationships with City staff, external partners, consultants, and members of the public.
- Communicate clearly and professionally in verbal and written interactions.

Working Environment:

Work is performed primarily in an office environment with periodic field visits and site inspections. Field work may require use of personal protective equipment and compliance with special safety procedures. Work requires the ability to read and understand detailed documents, plans, maps, and related materials; communicate effectively with coworkers and the public; and manage multiple tasks with frequent interruptions.

The work involves frequent sitting, standing, walking, reaching, bending, stooping, driving, and use of near and far vision. Work may include occasional light to moderate lifting and carrying, as well as exposure to weather, uneven walking surfaces, noise, dust, fumes, machinery, moving vehicles, and areas in or around water. Work may be performed independently or in close coordination with others.

Qualifications:

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in natural resources, land management, planning, geography, public administration, environmental studies, real estate, or a related field, and three (3) years of related experience performing similar work. ***Special Qualifications:*** Valid Colorado driver's license required. Complete the City's Traffic Safety Awareness Training on an annual basis. Ability to obtain basic first aid and CPR certification and keep it current, if required by assignment.

We're committed to building a team that reflects the diversity of the communities we serve. The City may consider an equivalent combination of knowledge, skills, education, and experience to

meet minimum qualifications, and encourages all candidates to apply and help us achieve our goal of creating an inclusive and equitable workplace.

Selection

The selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

DEADLINE: Open Until Filled

An ONLINE APPLICATION is required. This job is Open Until Filled. The online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes will be accepted in lieu of the full City Application; however, they must be submitted via the City application site for consideration. **Open Until Filled positions may close without advance notice. To be considered, please apply as soon as possible.** For more information, call (303) 651-8609.

The City of Longmont is an equal opportunity employer. The City affirms its commitment to diversity and to complying with all applicable federal, state, and local laws regarding nondiscrimination in employment. The City will not discriminate against any person in recruiting, examining, appointing, hiring, training, placement, termination, layoffs, recall, transfer, leave of absence, promoting, compensating, retaining, disciplining, or any other personnel action on the basis of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, genetic information, marital status, veteran status, status with regard to public assistance, physical or mental disability, or any other characteristic protected by federal, state, or local law, except when any of these categories constitutes a bona fide occupational qualification (i.e., an actual qualification for performing a job). If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER

ALL CITY OF LONGMONT FACILITIES ARE SMOKE FREE