
Stewardship Specialist #42502(Job Id 19945)

Location: US:NH:CONCORD

Category: PROFESSIONAL &
MANAGERIAL

Salary: 43,114-60,470

Post Date: 03/09/2021

Close Date: 03/17/2021

Description

State of New Hampshire Job Posting
NH Office of Strategic Initiatives
Johnson Hall
107 Pleasant Street
Concord, N.H. 03301

Stewardship Specialist
Program Specialist II
Labor Grade 21
Position # 42502

***See total compensation information at the bottom of
announcement.**

The State of New Hampshire, NH Office of Strategic Initiatives has a full time vacancy for Stewardship Specialist.

SCOPE OF WORK:

Perform stewardship and monitoring activities for the Conservation Land Stewardship Program (CLS); Coordinate the municipal segment of the Land Conservation Investment Program (LCIP) to ensure proper stewardship and monitoring of the conservation properties. Provide administrative support for the CLS program. The position reports to CLS Program Director.

ACCOUNTABILITIES:

- Track the municipal stewardship and monitoring activities of the 78 municipalities involving 250+ LCIP conservation properties; conduct field visits to each property approximately every 3-5 years; provide training and technical support upon request; assist with interpretations and problem solving; evaluate and coordinate compliance and intervention issues if required. Conduct field-site meetings with conservation commissions and occasional evening meetings with town officials.
- Research and review project agreements, legal documents, statutes, etc. to help inform discussions and decisions relating to municipal LCIP properties. Work with Program Director, municipalities, and the Department of Justice to address compliance issues to ensure the long-term protection of the State's interests. Coordinate maintenance and updates of Municipal Handbook.
- Assist with stewardship and monitoring activities for 200+ state-held conservation easements (CEs). Perform annual monitoring to ensure compliance with the conservation. Research and review project files, legal documents, statutes, etc. to help inform discussions and decisions relating to state-held CEs.
- Communicate with landowners pre and post site-visit regarding conducted and / or planned activities, condition of boundaries, stewardship plans, and provide landowners with resource assistance. Assist the Program Director with addressing compliance issues and resolution.
- Collect field data using a variety of hardware and software applications, GPS, photo and aerial imagery, and other methods to accurately document site conditions. Prepare reports, update map and aerial imagery, and support database management to ensure accurate, legally binding records are permanently maintained.
- Coordinate database management, maintenance, and new information entry. Assist with the intake process for new CEs, and new owners of existing CEs, including database entry, and electronic and hard-copy file set-up.
- Process, respond, and track periodic NH Department of Transportation (NHDOT) project information requests. Coordinate responses for projects that impact LCIP properties to ensure compliance with RSA 162C and conservation easement terms.

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- Maintain exemplary file organization, electronic and hard-copy, to ensure alignment with nationally recognized conservation stewardship standards. Ensure document security, and maintain file system and access to readily retrieve information. Update and maintain outreach information and website. Coordinate CLS technology use for phones and tablets.
- Assist in training of seasonal staff, interns, or volunteers and maintain and update the Intern / Seasonal Staff manual. Assist with short-term projects as they arise.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in land conservation, natural resource conservation, environmental conservation, forestry or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' professional or paraprofessional experience in land protection or natural resource conservation with responsibility for program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license.

SPECIAL REQUIREMENTS:

- Candidate must be in good physical condition, able to negotiate varied and rugged terrain in a variety of environmental conditions, have experience with outdoor safety skills, and be competent with use of navigation equipment including digital GIS/GPS platforms, compass, maps and surveys. Field component is an average of approximately 20%.
- Strong interpersonal and communications skills are required for positive landowner and municipal relationships, and for coordination of activities in the CLS program.
- Must be willing to travel throughout the state and work on occasional weekends, evenings, or an extended day.
- Familiarity and proficiency in working with field data collection software and hardware, Arc GIS 10.X, Terrain Navigator Pro, Gaia Pro, Interactive mapping tools (ex .Google Earth Pro and GRANIT), Microsoft Office Suite (esp. Access Database), Garmin hand-held GPS, Tablet / Smartphone technology / Apps and data collection, Digital photography and photo management software.
- Exemplary organizational skills and record keeping

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

For further information please contact Jane Lemire, Business Director, Jane.lemire@osi.nh.gov and 603-271-2155.

***TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

HMO or POS Medical and Prescription Drug Benefits:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

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See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

Value of State's share of Employee's Retirement: 11.93% of pay

Other Benefits:

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts
- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan
- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx

Want the specifics? Explore the Benefits of State Employment on our website:

<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964