

Worcester County Job Opportunities

DEPARTMENT:	ENVIRONMENTAL PROGRAMS
JOB TITLE:	NATURAL RESOURCES ADMINISTRATOR
COMPENSATION:	NON-CLASSIFIED
APPLICATION PERIOD:	UNTIL FILLED

JOB SUMMARY: Reporting to the Deputy Director of the Department, the primary responsibility of this position will be the administration and staff supervision for all activities associated with the Natural Resources functions of the Department including but not limited to the Forest Conservation Act, Erosion and Sediment Control, Storm Water Management, Marine Construction, and the Atlantic Coastal and Chesapeake Bay Critical Areas programs.

GENERAL REQUIREMENTS:

- Essential personnel subject to emergency call-back with little or no notice to include day, evening and weekend work as needed for events/programs/problems etc.
- Normal work schedule is Monday-Friday 8:00am-4:30pm at the Worcester County Government Center in Snow Hill
- Pre-employment background check and motor vehicle history (3-year MVR must be presented at interview)
- Safety sensitive position requiring Drug and Alcohol Testing

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Responsible for the administration and management of the Natural Resources Division of the Department.
- Administers projects and daily activities associated with a wide variety of local regulatory Natural Resource programs including, but not limited to work associated with special public meetings including notifications, maintenance of records and files, processing, correspondence and coordination with a wide variety of agencies.
- Responsible for the oversight and submission of various Natural Resources related program audits and grants in accordance with strict deadlines.
- Attends and participates in meetings with the County Commissioners, the Planning Commission, the Technical Review Committee, and/or the Board of Zoning Appeals as well as other commissions, councils, boards, citizen groups and special meetings as required.
- Prepares and presents effective presentations at public meetings and hearings of the County Commissioners and other public meetings when necessary.
- Perform a wide variety of day-to-day Natural Resources functions, including technical reviews, site inspections, critical analysis and diagnosis of site plans, subdivision plats, bonds, permits, etc. to ensure compliance with applicable laws and regulations during staff absences and/or abnormal workloads.
- Serve as staff contact to the Technical Review Committee, Board of Zoning Appeals, and consults with the Director and Deputy Director on comments and presentations the Planning Commission relating to matters regarding the Natural Resources functions of the Department.
- Ensures confidentiality of information and records and complies with the record retention schedule.
- Composes confidential and non-confidential correspondence and maintain confidentiality.
- Complies with safety programs, policies, and works safely.
- Support and enforce Worcester County Government Personnel Rules & Regulations.
- Carries out other related duties as assigned by the Deputy Director and Director.

QUALIFICATIONS AND SKILLS:

- Graduation from an accredited four-year college or university with a Master's Degree in Environmental or Natural Resources Planning or related field and at least two years of recent natural resources and/or planning experience, or graduation from an accredited four-year college or university with a Bachelor's Degree in Environmental or Natural Resources Planning or a related field and at least four years of recent natural resources and/or planning experience.
- Extensive working knowledge of a broad spectrum of laws, regulations, and programs including but not limited to the Forest Conservation Act, Erosion and Sediment Control, Storm Water Management, Marine Construction, and the Atlantic Coastal and Chesapeake Bay Critical Areas programs.
- Ability to assume responsibility, motivate others & maintain harmonious working relationships with staff, County departments, officials, agencies and the general public through tact and discretion, and to exercise initiative, resourcefulness, and sound judgment. Above average leadership, interpersonal, oral and written communication skills.
- Knowledge of the principles and procedures to be used in the preparation, submission and implementation of plans, regulations, code updates, and other related Natural Resource policies.
- Proficient with Microsoft Word, Excel, and PowerPoint. Experience with ArcView GIS required.
- Able to create and maintain spreadsheets with formulas and perform advanced reporting functions.
- Ability to quickly identify and analyze complex problems and propose solutions spanning multiple disciplines working independently to complete special projects as assigned within strict deadlines.
- Ability to apply acquired knowledge to increasingly varied and complex tasks.
- Ability to work in a fast-paced environment with interruptions.
- Managerial and/or supervisory experience preferred.
- Willingness to train, encourage, and discipline subordinate staff when necessary.
- Ability to work with and carry-out the directive and policies of the County Commissioners and work harmoniously with other officials, agencies, public, and employees.
- Ability to work effectively with little supervision and minimal direction
- Self-starter that takes initiative and has a sense of urgency
- Valid driver's license and driving record of less than 4 points (MD).

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)
Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional walking, pushing, pulling, carrying, lifting up to 10 lbs. Occasional on-site inspections involving traversing rough/unimproved terrain in various weather conditions. Known hazards include risks with heat, humidity, noise, poor ventilation, slippery and uneven surfaces.