

# Uintah County

## Job Description



<b>Title:</b>	Public Lands Specialist	<b>Code:</b>	416
<b>Division:</b>	Public Lands	<b>Effective Date:</b>	3/07
<b>Department:</b>	Commission	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	26

### GENERAL PURPOSE

Performs a variety **administrative process** functions as needed to expedite the ongoing review of various agency requests for access or use of public lands.

### SUPERVISION RECEIVED

Works under the general supervision of the Board of County Commissioners.

### SUPERVISION EXERCISED

Provides close supervision to clerical support staff.

### ESSENTIAL FUNCTIONS

Coordinates the activities and processes of the county office of public lands serving as a clearing center for requests for access to public lands.

Receives, reviews and responds to applications, requests and permissions from agencies in the county having interests in public lands activities; coordinates the review of such requests by county commissioners; prepares correspondence as needed to communicate commission response.

Organizes and correlates the review of land use documents; determines document compliance with established guidelines; prepares and delivers documents for consideration and analysis by county commissioners.

Attends various meetings to represent county interests related to public lands; develops working relationships with representatives of various agencies, i.e., state, federal and local.

Coordinates the study and review of issues with local Association of Governments; keeps the AOG apprised of changes in issues and assures AOG involvement as needed to assist the county.

Works with county departments to identify and map potential impact areas.

Coordinates public lands committee meetings; prepares agenda materials and documents; distributes meeting packets; ensures advertisement of meetings; attends meetings and takes minutes.

Manages daily office operations; maintains inventory of office supplies; orders and schedules equipment maintenance as needed.

Provides daily supervision of clerical staff; delegates project assignments, reviews work in progress, conducts performance evaluations; makes recommendations affecting employee retention, advancement, discipline or termination.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from college with a bachelor's degree in public administration, business administration, organizational communications, or related field;

AND

- B. Two (2) years of progressively responsible experience related to above or similar duties;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge of** various aspects of county government operations, i.e., legislative processes; inter-relationships between state, federal, and local agencies with common interest in public lands and related issues; technical writing; public relations.

**Skill** in the use of standard office equipment; composing technical and executive correspondence.

**Ability to** deal effectively with time sensitive materials and meet deadlines associated with the public lands operations; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, fellow employees and the public.

3. Special Qualifications:

Must possess valid driver's license.

4. Work Environment:

Tasks typically require light physical activities associated with a sedentary work environment. Some muscular strain related to walking, standing, stooping, sitting, reaching, and light lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required in the use of keyboard and other office equipment. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)