

San Juan County
Position Description

Title: Public Lands Coordinator/County Planner

Department: County Commission

Salary: Grade 23

General Purpose:

Performs a variety of professional duties representing San Juan County associated with federal, state, local and tribal issues for the betterment of San Juan County economically, strategically and culturally. This position provides detailed analysis and critiques of environmental analyses and environmental impact statements detailing the County position .

Supervision received:

Works under the broad policy guidance and direction of the Board of County Commissioners. Works with the County Administrator, Surveyor, Sheriff, Recorder, Native American Liason and the County Attorney's Office.

Supervision Exercised:

Works cooperatively with department heads and elected officials in the performance of the duties described. May supervise contract and/or temporary employees in the GPS road data effort.

Duties Performed:

Effectively coordinate all planning processes within the County system and facilitate decisions that will best promote county interests. These include the development and maintenance of National Forest Systems Act, Federal Land Policy and Management Act, National Parks enabling legislation, etc.

Provides leadership and develops relationships with local, state, federal and tribal officials. Develops relationships with local, regional and national user groups.

Attends and represents the County Commission at various meetings on a variety of topics ranging from complex land use plans to development of legal strategies on public land issues. Serves as liaison and spokesperson for the county on public land assessments, policies, plans and strategies related to public land management.

Develop and follow through on special projects for the county. Examples are the County Comprehensive Plan, Affordable Housing Plan, Water Master Plan, Drought Mitigation Plan, Wilderness Strategy and RS2477 Road Lawsuit Strategy. Provides management strategies for legal matters related to these and other public land issues.

Serves as public information officer when called upon by the Board of Commissioner and other department heads.

Develop strategies for economic development efforts within the county for medium and heavy industry that may be able to provide jobs and an improved tax base.

Prepare and present resolutions, briefs, position statements, policies and legislative issues for Commission approval for various situations and various forums.

Prepares input for environmental assessments. Also prepares supporting documents for different county activities and departments.

Develop and maintain relationships with state legislative agencies and staff, federal agency managers and staff, tribal leadership and staff and congressional representatives and staff in areas of concern to the county.

Work cooperatively with county staff to coordinate activities dealing with the County's planning programs.

May assume other duties as assigned by the county commission.

Knowledge, skills and abilities:

Must be familiar with and able to interpret the various sections of the Federal Code of Regulations and operation of public land laws. Must be able to interpret how these would affect the future of the County.

Must be familiar with and correctly interpret various pieces of legislation such as the Threatened and Endangered Species Act, Wild and Scenic Rivers Act, Federal Land Policy and Management Act, etc.

Must have a working knowledge of state and federal water law and standards. Must be able to articulate those standards in meetings with federal, state and local leaders.

Must have broad experience and knowledge of federal and state regulations dealing with state trust lands, public lands, environmental assessments and impact statements including ecosystem management.

Must have an intimate knowledge of public land law, environmental law and the public land decision making process.

A general knowledge of government programs and acronyms will be beneficial.

Must have some skills in developing strategies for planning, economic development activities, and dealing with state and federal law, policy and regulatory issues.

Must have experience in developing, implementing and maintaining comprehensive plans.

Minimum qualifications:

1. Education and experience:

- a. Bachelors degree in business management, public administration, natural resources or other related field.

And

- b. Five (5) to eight (8) years of progressively responsible experience in public administration, planning, natural resource management, or closely related field.

Or

- c. An equivalent combination of education and experience will be considered.

Must be able to communicate orally and in writing.

Must have basic computer skills, problem solving skills and skill in resolving disputes and complaints with the general public as well as specialized public.

Must have the ability to coordinate and organize activities for which they are responsible.

Public relations background or experience is helpful.

Must be a resident of San Juan County or willing to re-locate.

Must be willing to travel frequently outside the county.

Must have a valid Utah Drivers License in good standing or able to obtain one.