

## **The County of Chester**

### **Job Description**

**Job Code:** 020174  
**Job Title:** Preservation Programs Coordinator  
**Department:** Parks + Preservation  
**Department #:** 085300  
**Reports To:** Director of Parks + Preservation  
**Date:** Revised February 2025  
**FLSA:** Exempt

Does the job necessitate a criminal background check? (must be job related) Yes.

**Relevant background checks, clearances, physicals, drug tests, and any other assessments or evaluations will be conducted after an offer of employment is given per County policy.**

#### **Summary / Main Purpose of Job:**

The Preservation Programs Coordinator provides project management, administrative and technical assistance, analysis, information management, and recordkeeping to facilitate implementation of the County's Open Space Programs. This position administers all Preservation Partnership Program activities, including the Conservancy and Municipal grant programs. This position also directly supervises the Stewardship Coordinator – Preservation position and complements the Director's work.

#### **Essential Duties, Tasks and Accountabilities:**

- Conduct the annual Preservation Partnership Program grant round, including (1) creating, editing, and/or updating the Policy Manual and associated forms for all Preservation Partnership Program components; (2) providing pre-application technical assistance to municipal and preservation partners; (3) conducting the application review and recommendation process; (4) preparing all contract and budget documents; and (5) conducting the project reimbursement and close-out process.
- Revise and update legal instruments that ensure land preservation in perpetuity to incorporate best practices and changes in County policy, coordinating with the Solicitor's Office as needed.
- Negotiate project specific conservation easements with preservation partners to tailor them to the specific property being preserved while simultaneously upholding County policy.
- Coordinate with other County departments (such as Procurement and Finance) on a regular basis to ensure the requisite project contracts and budgets are in place to enable grant projects to flow smoothly.
- Promote the pursuit of high-quality projects that are consistent with the County's priorities for grant funding.
- Maintain the open space grant database and create necessary queries, tables, and reports in response to inquiries from the Commissioner's Office, the public, and County Departments.

- Compile appropriate information on programs and projects for use by Communications Coordinator in response to inquiries, and development of website and social media content.
- Track open space project and program finances as they relate to the annual open space allocation.
- Convey information, issues, and recommendations regarding open space preservation projects and programs to the Director of Parks + Preservation.
- Identify and capitalize on opportunities to leverage the County's investment in open space through funding partnerships with local, state, and federal governments, non-profit organizations, corporations, and foundations.
- Continue education by attending workshops on recreation, land acquisition, and natural resource management topics.
- Promote County Open Space Grant Programs through community events and outreach as directed when staff attendance is required, and the Director of Parks + Preservation is not available.
- Supervise direct report.
- Perform other duties, tasks, and special projects as assigned.

#### **Scope:**

Is this a management level position? Yes

Does this job have supervisory responsibilities? Yes

Provide the number of direct reports to this position: 1

Provide the number of indirect reports to this position: 0

#### **Qualifications / Requirements:**

- Bachelor's degree from an accredited college or university in a related field, five years of job-related experience, or any combination of education and experience.
- Ability to work independently or as part of a team and proceed with objectives.
- Strong interpersonal and customer service skills
- Accurate and detail oriented with excellent verbal and written communications skills.
- General understanding of growth management issues with particular emphasis on quality of life.
- Working knowledge of conservation easements and other land preservation tools
- Working knowledge of budgets and financial spreadsheets
- Ability to collaborate to increase productivity by providing meaningful contributions.
- Ability to comfortably interact with municipalities, public officials, land conservancies, and others in a one-on-one setting.
- Advanced organizational, time management, and analytical skills
- Able to use common sense understanding to provide written or verbal instructions.
- Ability to set priorities and remain focused on daily operations.
- Working knowledge of Pennsylvania laws governing land preservation.
- Knowledge of assessments, surveying, real estate, title searches, and appraisals.
- Ability to follow protocols to resolve and handle irregular or unique problems.
- Ability to communicate effectively at all levels of the organization.
- Ability to work effectively with people from diverse backgrounds.

- Exhibits sound and accurate judgement and an ability to make firm unbiased decisions.
- Flexible, with an ability to carry multiple projects and tasks to completion
- Exhibits a strong work ethic and a willingness to learn new tasks.
- Professionalism, integrity, and honesty with an ability to handle confidential matters.

#### **Preferred Skills, Knowledge & Experience:**

- Master's degree from an accredited college or university in a related field.
- Six or more years of job-related experience, strongest preference for nonprofit roles.
- Public speaking and group facilitation skills.
- Familiarity and job experience with local government in Pennsylvania.
- Natural resource management experience.
- Understanding of park and trail planning, design, and construction.
- General knowledge and understanding of County of Chester policies and procedures.

#### **Computer Skills:**

To perform this job successfully, an individual should have:

- Intermediate Office Suite Skills, (Word, Excel, Access, PowerPoint, and Explorer)
- Basic Outlook skills (Email and Calendar)
- Geographic Information Systems skills and experience
- Familiarity with Landscape Land Conservation Software or similar application

#### **Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employee will need to stand, walk, climb stairs and drive a vehicle to and from different locations. On rare occasions, the employee will need to reach above shoulders; work with arms above shoulder height; bend at the waist or work while bent at the waist; kneel, stoop, crouch or squat; twist or rotate at the waist; and lift and carry items.

The special vision requirements for this position are:

- Close vision while using a computer monitor, reading correspondence, etc.
- Close and distance vision to drive a motor vehicle to and from different locations.
- Adequate vision to conduct field/site inspections, read maps and perform desktop analyses of land-based projects using Geographic Information Systems mapping software.

#### **Work Environment:**

- The noise level in the work environment is quiet to moderate.
- Will work inside at least 85% of the time in an office environment.
- Will work outside less than 15% of the time for project evaluation, attending public events as necessary, travel to workshops and conferences, and illustrating program results to stakeholders and outside parties/peers as directed.

#### **Other:**

- A valid driver's license and use of a personal vehicle is required
- Willingness to work extended hours, as necessary.