

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NONUNION**

**BULLETIN 64**

**POST DATE:** June 6, 2024

**APPLICATION DEADLINE DATE:** Until Filled

**POSITION:** Open Space Coordinator

**DEPARTMENT:** Planning & Development

**RATE OF PAY:** \$18.93 - \$20.39 per hour

**HOURS WORKED:** Monday – Friday; 8:30 am to 4:30 pm

**BENEFITS:** Highmark BC/BS, Vision, Delta Dental and Life Insurance. (First of the month following sixty (60) calendar days) County Retirement Plan. Aflac, optional. Paid time off – Holiday from start. Vacation, Sick, Personal (after completion of six (6) month Initial Employment Period)

**OVERALL OBJECTIVE OF JOB:** To provide professional and technical assistance in the Office of Planning and Development for administering the County Open Space Grant Program and Farmland Preservation Program. Open space program work is carried out as defined by the Open Space Initiative and directed by the County Commissioners.

**QUALIFICATIONS:** Bachelor's degree in community planning, environmental planning, urban planning or related technical field. Two (2) years of experience and/or training in land use planning work, conservation/land management. Or, any equivalent combination of education, training and experience, which provides the requisite knowledge.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Meets with municipal leaders, environmental advisory councils, environmental agencies and open space boards to facilitate open space grants, including conservation easements and fee simple acquisitions.
2. Reviews all grant applications, appraisals and submission documentation, and makes recommendations for projects to the Carbon County Open Space Advisory Board (CCOSAB).
3. Provides technical and professional support to CCOSAB and Farmland Preservation Board; including meeting arrangements, meeting attendance and minutes, records management and budget preparation.
4. Works with CCOSAB to carry out established policies, and when needed, in developing new policies to advance goal of open space preservation.
5. Assists in researching, analyzing, interpreting and reporting data; adapts and utilizes specialized methods, analysis and techniques to accomplish a project goal.
6. Prepares annual report on open space program and farmland preservation, as needed. Annual reports include maps and status statistics on funds expended, acres preserved, and status of projects.
7. Undertakes and accomplishes technical tasks relative to programs/projects, such as technical aspects of environmental reviews/assessments, obtains clearances from Pennsylvania State Historic Preservation Office (SHPO), Pennsylvania Department of Environmental Protection (DEP) and U.S. Environmental Protection Agency (EPA).
8. Provide administrative support for farmland preservation program activities (e.g. ranking, title, survey, inspections) at the discretion of the Director.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess a willingness to travel as needed to carry out essential job duties.
7. Must possess some knowledge of principles/practices and objectives of County planning and development.
8. Must possess some knowledge of research methodology and ability to apply same to job duties.
9. Must possess ability to plan, organize and carry out assignments effectively and within reasonable time.
10. Must possess ability to organize and present information and survey/research results by means of effective communication tools.
11. Must possess knowledge and ability to prepare charts, maps, and graphs and interpret same.
12. Must possess ability to answer general questions in knowledgeable and correct manner regarding department issues and planning.
13. Must be able to interact effectively with County officials regarding plans and development projects.
14. Must possess a valid Pennsylvania Driver's License.

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**WORKING CONDITIONS:**

1. Works indoors in adequate office space, lighting, temperatures and ventilation.
2. Normal exposure to noise, disruptions, and stress.
3. Normal indoor exposure to dust/dirt.
4. Subject to working evening or extended hours for meetings, seminars or other job-related duties.
5. Travels periodically as needed to perform essential job duties.

**PHYSICAL/MENTAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures, follow instructions. Pay close attention to details and concentrate on work.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso, as necessary, to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of thirty-five pounds.
5. Must be able to pay close attention to details and concentrate on work.

**EQUAL OPPORTUNITY EMPLOYER**