

## **The County of Chester**

### **Job Description**

**Job Code:** 020172  
**Job Title:** Stewardship Coordinator  
**Department:** Parks & Preservation  
**Department #:** 085300  
**Reports To:** Preservation Programs Coordinator  
**Date:** Revised October 2024  
**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 primary task of the Stewardship Coordinator is to fulfill the monitoring and compliance requirements associated with the Preservation Partnership Program (Conservancy and Municipal Grants) and to simultaneously promote implementation of best management practices. Secondary tasks are to provide program management support to the Preservation Programs Coordinator in the administration of the Preservation Partnership Program. Finally, this position is required to provide assistance and support to priority projects and initiatives as required by the Director of the Department of Parks & Preservation.

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

- Monitor and enforce restrictions on properties preserved through the Preservation Partnership Program. This includes review of Conservation Easements and other permanent restrictions placed on the land, performing site visits to the growing list of preserved land, coordinating with others as necessary (federal, state, municipal, and/or private parties), overseeing any monitoring conducted by outside parties on behalf of the County, and ensuring timely submission of all required monitoring and compliance information and reports.
- Provide recommendations to the Director and Preservation Programs Coordinator regarding potential program compliance issues along with potential and recommended courses of action. Follow up with municipalities and non-profits as directed until the issue(s) are satisfactorily resolved.
- Provide technical assistance to landowners to help them access loans or grant funds needed to implement land management practices.
- Establish and maintain databases and on-line records for land preserved and parks developed through programs administered by the Department of Parks & Preservation. This will involve the use of Landscape Land Conservation software and may involve modifying existing Access databases, reports, and forms, or creating new ones as needed to promote easy analysis, efficient data entry, and address ongoing needs.

- Respond to and properly process requests from non-profits and municipalities for amendments to conservation restrictions.
- Ensure the proper language is included in property deeds and easements on land preserved through programs administered by the Department of Parks + Preservation.
- Support the creation and implementation of a volunteer program that involves land stewardship, park maintenance, natural resources education, and citizen science activities in the County parks and trails.
- Maximize the use of technology to realize administrative efficiencies in all areas of monitoring and enforcement as well as records management. Proactively share ideas regarding time savings throughout the Department. Work with others throughout the Department, as directed, to investigate any such opportunities in more detail.
- Assist in efforts to increase the leverage of County funds including working with private, municipal, state, and federal funding partners; respond to landowner inquiries; produce GIS products; review and rank funding requests submitted to the Department, as necessary; database management and report generation; and coordination with public and private conservation partners.
- Perform other duties, tasks and special projects, as assigned by the Director of Parks & Preservation.

**Scope:**

Is this a management level position? No

Does this job have supervisory responsibilities? No

**Qualifications / Requirements:**

- Bachelor's degree from an accredited college or university, two years of job-related experience, or equivalent combination of education and experience.
- Continuous training in conservation easement laws, practices and applications.
- Familiarity with conservation easements, practices and application.
- Accurate and detail oriented with strong verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to work independently or as part of a team and proceed with objectives.
- Ability to speak judiciously when interacting with conservation partners and the public.
- Strong knowledge of conservation easement laws and practices.
- Strong professional ethics and an ability to handle confidential matters
- Familiarity with public and private funding sources for land management improvements.
- Knowledge of land and/or conservation law and practices, including Act 247.
- Knowledge of farming best management practices.
- Able to use common sense understanding to carry out written or verbal instructions.
- Ability to establish priorities, balance workload, and carry tasks to completion.
- Flexible, with strong organizational and time-management skills.

**Preferred Skills, Knowledge & Experience:**

- Bachelor's degree from an accredited college or university in Natural Resource Management, Planning, Agriculture, or related field.
- At least two years of applied working experience in the conservation easement field.

- Knowledge of the requirements of relevant grant programs (municipal, conservancy and agricultural preservation).
- Demonstrated experience using GIS software for analysis and map preparation.
- General knowledge and understanding of County of Chester policies and procedures and the County Employee Handbook.
- Remote Pilot Certification for drone operation.

### **Computer Skills:**

To perform this job successfully, an individual should have:

- Intermediate Microsoft Office skills, including Word, Excel, and PowerPoint.
- Intermediate Outlook skills (Email and Calendar)
- GIS experience and skills (map production and basic analysis)

### **Physical Demands:**

While performing the duties of this position, the employee is frequently required to stand, walk, sit, and talk or hear. Occasionally, the employee will need to bend at the waist or work bent at the waist, climb stairs, and drive a vehicle. On rare occasions, the employee will need to work with arms above shoulder height; kneel, stoop, crouch or squat; crawl; climb ladders; work while on a ladder; twist or rotate at the waist; push, lift or carry items; work with an uncommon level of noise; and taste or smell.

There are no special vision requirements listed for this position.

### **Work Environment:**

- The noise level in the work environment will vary by location (inside: quiet to moderate; outside: moderate to loud).
- Work will be performed inside approximately 35% of the time and may expose the employee to typical office conditions.
- Will work outside monitoring farms, parks and preserves approximately 65% of the time which entails working in varying weather conditions and may expose the employee to pesticides, fertilizers and deer ticks/Lyme disease.
- Will drive a vehicle approximately 10% of the time (considered time spent outside).

### **Other:**

- Ability and willingness to work flexible and/or extended hours, as necessary.
- A valid driver's license and use of a personal vehicle is required.