



# BAKER COUNTY

## POSITION DESCRIPTION

---

### **SAGE GROUSE LOCAL IMPLEMENTATION TEAM (LIT)** **COORDINATOR**

<b>DEPARTMENT</b>	COMMISSIONER
<b>SALARY RANGE</b>	14
<b>BARGAINING UNIT</b>	NON-REPRESENTED
<b>EXEMPT</b>	YES
<b>REVISION DATE</b>	2019

---

#### **INTRODUCTION**

This position is part of a collaborative effort among the Baker County, Tri-County Cooperative Weed Management Area, Bureau of Land Management (BLM), Oregon Department of Fish and Wildlife (ODFW), US Fish and Wildlife Service, Natural Resource Conservation Service (NRCS), Powder Basin Watershed Council (PBWC), and private landowners to promote working land conservation and restore sage-grouse habitat and populations in Baker County. This position facilitates the Baker Sage-Grouse Local Implementation Team (LIT) and Oregon Watershed Enhancement Board (OWEB) Focused Investment Partnership (FIP) grant. The position serves as a liaison between federal, state, and local governments and stakeholders, including landowner and landowner groups, in matters regarding conservation of sage-grouse and sagebrush ecosystems at the local scale.

#### **ESSENTIAL FUNCTIONS/PRINCIPAL DUTIES**

(Duties assigned to this classification include, but are not limited to the following examples.)

1. Foster collaboration and strong working relationship among federal and state natural resource agencies, counties, landowners, non-governmental organizations (NGOs) and related partners. Coordinate with core partners to identify issues of concern and threats to sage-grouse, rangeland health, and working ranch lands in FIP/LIT Planning Area.
2. Implement, update and maintain the Baker Priority Area of Conservation (PAC) Comprehensive Threat Reduction Plan and FIP Strategic Action Plan and advance on-the-ground project work in connection with these plans.

3. Conduct semi-annual and annual planning sessions with LIT partners to assess progress towards implementation of the Baker Comprehensive Threat Reduction Plan and FIP Strategic Action Plan and adaptively manage priorities and targets; maintain and update work plans associated with the Threat Reduction Plan.
4. Develop quarterly progress reports and participate in quarterly progress report meetings with supervisory partners and Executive Committee. Report LIT/FIP accomplishments to local and statewide stakeholders. Provide required reporting and periodic updates to funding partners.
5. Convene Baker Sage-Grouse Local Implementation Team (LIT) meetings and sub-committees (including project site visits) as needed to engage partners in special issue discussions, decision-making, and funds solicitation. Develop meeting agendas and notes and arrange all meeting logistics. Facilitate LIT meetings to ensure maximum participation from all partners. Maintain and distribute meeting notes/documentation and action items.
6. Conduct regular outreach and coordinate education workshops and information for livestock producers, private landowners, LIT partners, and the general public.
7. Implement Communication Plan to highlight the work that is being done by the LIT via various media sources. Develop and implement communications strategies and tools to recruit landowner participation and build interest in the LIT/FIP to include but not limited to media releases, social media, web presence and participation in community meetings.
8. Compile, maintain, and distribute geospatial information (GIS) files with relevant data to plan and implement sage-grouse conservation in Baker County. Manage the LIT's restoration treatment database using ArcGIS.
9. Oversee FIP application solicitation process including notification of solicitation opportunity and deadlines, convening Baker Focus Investment Partnership (FIP) meetings and sub-committees to rank and select FIP applications, and coordinating with OWEB to ensure FIP participation in OWEB Technical Review Team (TRT) meetings relevant to applications.
10. Develop funding proposals to implement activities and priorities identified in the LIT Comprehensive Threat Reduction Plan and FIP Work Plan and sustain the partnership's structure and function over time.
11. Attend trainings, conferences, seminars, statewide meetings, etc. at the recommendation of the LIT Executive Committee in order to stay current on new practices, laws, programs, and other items of interest that may be beneficial to the department.
12. If applicable, supervise assigned seasonal support staff; coordinate and review work; ensure work is in compliance with appropriate guidelines.
13. Ensure FIP grant compliance including financial reporting, budgeting, reporting, reimbursement requests and other requirements as requested.

### KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

KNOWLEDGE: Must have thorough knowledge of natural resource practices and wildlife management including the habitat needs of fish and wildlife and how to integrate wildlife conservation and sustainable agriculture practices. An understanding and appreciation of landowner/working land, rural ranch community, and sagebrush conservation issues, ideally with some knowledge of the local areas or similar areas based on experience in other regions. Must have thorough knowledge of office equipment and business practices including excellent

communication both orally and written through proper grammar, spelling and composition. Must be proficient in Microsoft Word, Excel and ArcGIS (GIS) including ArcPro and ArcGIS Online.

**SKILL:** Must have skill in the operation of office equipment, office programs and mapping technologies. Must be organized and detail-oriented; prioritize and make decisions independently using initiative and good judgement in completing tasks and responsibilities.

**ABILITY:** Must have the ability to communicate clearly and effectively in oral and written forms with landowners, partner agencies and entities. Must be able to work independently with minimal supervision and with diverse clientele. Must have the ability to operate an ATV.

**EDUCATION EXPERIENCE AND TRAINING** A Bachelor of Science Degree in Rangeland Science or Wildlife Management or closely related natural resources field OR an equivalent combination of experience and training in science or science communication or related field experience working with diverse stakeholders to address natural resource management issues that enables the applicant to possess the required knowledge, skills and abilities required for this position.

At time of appointment, must have a valid Oregon driver's license and must have or be able to obtain an All-Terrain Vehicle (ATV) Safety Education Card for on-the-job use of quads (Class 1 ATVs) obtained through the Oregon Parks and Recreation Department. ATV certification must be obtained as a condition of continued employment.

#### **SUPERVISORY CONTROLS OVER THIS POSITION**

This classification serves at the direction of Baker County under the supervision of Oregon Department of Fish and Wildlife. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice.

#### **GUIDELINES**

Work is performed within established department policy and procedures; federal, state and county statutes, rules and regulations. This position is grant funded with limited duration and is anticipated to expire December 31, 2026, but could be extended based on grant funding. Must be able to work within the guidelines of the grant requirements.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position requires a flexible work schedule that varies in the days and number of hours worked on a daily basis, but not necessarily each day, and does not exceed forty (40) hours in a workweek. Work exceeding 40 hours per week requires prior approval by the supervisor. Work will be performed in an office environment; however, work will also be conducted outdoors in all weather conditions. Must be able to stand and walk for extended periods of time over rough terrain; lift and move material weighing up to 50 pounds. Must be able to communicate verbally, hear voice conversation and will be required to sit for extended periods of time.

- Click on the link for information on the [Comprehensive Threat Reduction Plan](https://www.dfw.state.or.us/wildlife/sagegrouse/docs/baker_pac_-_comprehensive_sage-grouse_threat_reduction_plan_workingdoc_10-30-17.pdf) and [FIP Strategic Action Plan](https://www.dfw.state.or.us/wildlife/sagegrouse/docs/baker_pac_-_comprehensive_sage-grouse_threat_reduction_plan_workingdoc_10-30-17.pdf) or visit: [https://www.dfw.state.or.us/wildlife/sagegrouse/docs/baker\\_pac\\_-\\_comprehensive\\_sage-grouse\\_threat\\_reduction\\_plan\\_workingdoc\\_10-30-17.pdf](https://www.dfw.state.or.us/wildlife/sagegrouse/docs/baker_pac_-_comprehensive_sage-grouse_threat_reduction_plan_workingdoc_10-30-17.pdf) and <https://www.bakercounty.org/commissioners/index.html>