Position Title: Land Steward  
Date: January 2003

Reports to: Land Bank Director  
Department: Land Bank

FLSA Status: Nonexempt  
Positions Supervised:

**BASIC FUNCTION:** The Land Steward is responsible for ensuring the protection and management of more than 900 acres of Land Bank-owned preserves and 1,750 acres of conservation easements that represent nearly $20,000,000 of county real estate assets. The Land Steward administers the Land Bank's growing Stewardship program including: managing properties for natural resource protection and low-density public access; directing the work of stewardship staff, seasonal and contract employees, interns and volunteers; coordinating public relations, outreach and education; performing financial accounting and analysis; and assisting with property acquisitions. This position requires frequent contact with the public, property owners, Land Bank Commissioners, contractors, professional service providers, all levels of county government staff, and various state and federal government agencies.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in a related field and three years related experience in most or all of the following areas: land conservation, natural resource management, conservation biology, natural sciences, historic preservation, financial management, land use planning and mapping; OR any equivalent combination of education, skills, and abilities that provide the ability to perform the essential functions of the position. Ability to provide leadership and grow in pace with the Land Bank's increasing land stewardship responsibilities and direct the work of others. Requires knowledge of word processing and spreadsheet software applications excellent written and oral skills and have the ability to manage a workload independently and efficiently. Knowledge of G.I.S. applications desirable. The Land Steward must be professional, friendly, courteous, prompt and dependable, and be a team player.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. Administers Stewardship of Land Bank Properties:
   a) manages protection of all Land Bank properties and property interests, including 24
      preserves and 26 conservation and historic preservation easements;
   b) serves as primary stewardship contact for the public, public agencies, volunteer land
      stewards, property owners and neighbors.
   c) coordinates land-use planning, site-enhancement projects, monitoring, maintenance
      and public access for owned properties;
   d) Coordinates monitoring and compliance for conservation easement properties.

*2. Works with the Land Bank Commission:
   - updates the Commission on all stewardship activities;
   - works independently with Commissioners to create and implement projects on Land
     Bank properties;
   - works with the Director and Land Bank Commission on policies and procedures for
     stewardship issues; and
   - serves as staff for Land Bank Commission sub-committees.

*3. Administers the Land Bank Volunteer Program:
   - recruits, trains and directs over 40 volunteer land stewards;
Position Title: Land Steward

Page 2

- organizes and supervises frequent volunteer work parties on Land Bank properties using adults, students and children.

*4. Performs Financial Accounting and Analysis
- prepares and implements Annual and Amended Stewardship budgets;
- tracks and reports all Stewardship revenue, expense and investment activity by developing and utilizing spreadsheets; and works with Director and Land Bank Commission Investment Officer on Land Bank investment decisions.

*5. Assists with Land Bank Acquisitions
- works with the Director to evaluate prospective acquisitions for ecological and open space significance and public access potential;
- works with the Director to draft and review conservation and historic easement language; and
- prepares Present Conditions Reports for easement acquisitions.

*6. Public Relations, Outreach, and Education
- promotes the Land Bank, its properties, and property stewardship through press releases, interviews, and inquiries from the press and public;
- organizes and facilitates public meetings for property management and planning purposes;
- communicates with neighbors of owned properties to maintain positive relationships;
- coordinates with local schools, community organizations, and others to facilitate use of Land Bank properties and provide outdoor educational opportunities.

*7. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

8. Maintains strict confidentiality and distinguishes confidential information from information that is subject to public disclosure under State law.

PHYSICAL AND MENTAL REQUIREMENTS: The work of this position is performed in both an office setting and in the field. In the office setting, this position requires various amounts of standing and sitting, as well as average hearing and vision. Field work often requires walking over uneven terrain. The employee must be able to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems. The person holding this position also must be highly motivated and self-directed.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>4</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>5</td>
<td>x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>2-4</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
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<td>x</td>
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<td>Computer</td>
<td>4-6</td>
<td>x</td>
</tr>
<tr>
<td>GIS Software</td>
<td>6</td>
<td>x</td>
</tr>
<tr>
<td>Drafting/mapping tools</td>
<td>10</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: This position is generally performed in an office situation and in the field. Requires frequent site visits to owned and easement properties at all times of the year and involves travel to small non-ferry served islands by boat or small airplane. Travel out of county to attend meetings and educational training sessions is also expected. The person holding this position must be comfortable handling frequent contact with members of the public and property owners, as well as attending and participating in some weekend and evening meetings.