Position Title: Preserve Steward
Date: January 2007
Reports to: Land Bank Director
Department: Land Bank
FLSA Status: Non-exempt,
Positions Supervised: n/a

BASIC FUNCTION: The Preserve Steward is responsible for ensuring the protection and management of more than 2,000 acres of Land Bank-owned preserves and with assisting in other stewardship projects as needed. The Land Bank’s reserves represent over $_____ million of county real estate assets. The Preserve Steward assists with the Land Bank’s growing Stewardship program, including: managing properties for natural resource protection and public access for low-intensity recreation; directing the work of seasonal and contract employees, interns and volunteers; and coordinating public relations, outreach and education. The Preserve Steward assists with budgeting, purchasing, and obtaining permits. This position requires frequent contact with the public, property owners, Land Bank Commissioners, contractors, professional service providers, all levels of county government staff, law enforcement, and various state and federal government agencies. As a public employee, will adhere to the highest standard of ethics in accordance with RCW 42.52.

MINIMUM QUALIFICATIONS: The preferred candidate would possess a bachelor’s degree in recreation management, conservation biology, natural sciences, landscape architecture, natural resource management, or a related field, plus at least five years experience in the following areas: conservation and/or public lands management and maintenance, natural resource management; OR any equivalent combination of education, skills, and abilities that provide the ability to perform the essential functions of the position. Experience in these capacities in the San Juans is highly desirable.

Requires knowledge of word processing and spreadsheet software applications, excellent written and oral skills, and the ability to manage a workload independently and efficiently. Knowledge of GIS applications is desirable. The Preserve Steward must be professional, friendly, courteous, prompt and dependable, and be a team player. Must have a valid driver’s license and a good driving record.

PRINCIPAL DUTIES- Asterisk designates essential function:
*1. Administers stewardship of Land Bank Preserves, including the following:
   a) Prepare and update stewardship and management plans as necessary;
   b) Assist with budgeting for preserve management and maintenance;
   c) Maintain stewardship files on preserve management and maintenance, and;
   d) Coordinate land-use planning, site-enhancement/restoration projects, ecological monitoring, maintenance and public access.
*2. Manage and maintain Preserves according to stewardship and management plans, including the following:
   a) Conduct routine preserve maintenance, including: noxious weed control; habitat restoration; signage and trail upkeep; litter and trash removal; and other stewardship tasks;
   b) Coordinate and work with contractors and/or volunteers on maintenance and site-enhancement activities such as mowing and toilet maintenance;
   c) Assist in mapping preserve features including trails, weeds and improvements;
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d) Monitor public use of preserves;
e) Work with volunteers and interns on Stewardship projects;
f) Assist with public outreach and education. Educate preserve visitors on property use guidelines and restrictions. Maintain communications and relationships with neighboring landowners to Land Bank properties. Communicate with County Sheriff on enforcement issues. Assist with public meetings, and;
g) Respond to special public use requests in accordance with Land Bank policies.

*3. Works with the Land Bank Commission:
a) Attends LBC meetings and updates Commission on Stewardship activities;
b) Works with the Director and LBC on stewardship policies and procedures, and;
c) Serves as staff for LBC sub-committees.

*4. Works with the Director on special projects, such as:
a) Acquisitions;
b) Agricultural leases of Land Bank properties, and;
c) Grant-writing for acquisition and land management projects.

*5. 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.

PHYSICAL AND MENTAL REQUIREMENTS:
The work of this position is performed in both in the field and in an office setting. In the office setting this position requires various amounts of standing and sitting, as well as average hearing and vision. The employee must be able to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems. The person holding this position also must be highly motivated and self-directed. Field work sometimes requires walking, climbing, bending, and twisting and ability to traverse uneven terrain. Ability to lift up to 50 pounds with both hands and arms. Requires sufficient manual dexterity to operate hand and power tools, equipment and materials.

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>.5</td>
<td>Daily x</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>4</td>
<td>Weekly X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>5</td>
<td>Monthly x</td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td>1-2</td>
<td>Daily x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>Monthly x</td>
</tr>
<tr>
<td>GIS Software</td>
<td>2-3</td>
<td>Daily x</td>
</tr>
<tr>
<td>Drafting/mapping tools</td>
<td>4</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Power hand tools (small saw, drill, etc.)</td>
<td>2</td>
<td>Monthly x</td>
</tr>
<tr>
<td>Hand tools (hammer, screw driver, shovel, pruners, weed wrench, etc.)</td>
<td>5</td>
<td>Monthly x</td>
</tr>
</tbody>
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WORKING CONDITIONS: This position requires frequent site visits to Land Bank Preserves at all times of the year and may involve occasional 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.