

County of Henrico Job Classification

Land Management Specialist



General Summary of Classification:

Serves as the primary land steward; develops and implements programs and resource management plans. Monitors and patrols assigned properties. Works to conserve and manage wildlife and natural resources by managing property access, greeting and guiding visitors, and by partnering with law enforcement and other resource management departments and agencies. Performs other duties as required.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Completes broad administration and program management functions for assigned areas.
- Develops and implements site-specific resource management plans by assessing property conditions, identifying habitat and conservation needs, and determining appropriate stewardship or restoration actions.
- Selectively patrols assigned properties to assess conditions and management needs.
- Monitors natural vegetation communities and wildlife habitats and responds to issues.
- Operates, monitors and troubleshoots security technology, including trail cameras, sensors and electronic gates.
- Coordinates with County public safety departments and other agencies as needed.
- Contributes to ongoing land management and conservation; may be assigned to trail maintenance, litter pick-up, posting signage or flags, manual snow removal, property boundary maintenance and monitoring, and inspecting or making minor repairs to barriers, and coordinating with staff and vendors.
- Partners with internal and external stakeholders to address wildlife and resource management issues.
- Reviews and authorizes requests to access assigned properties and facilities, may be expected to accompany or oversee visitors, including contractors.
- Responds to incidents at assigned properties and facilities.
- Prepares periodic reports of activities and detailed reports of specific incidents, accidents, or special assignments. Verifies that approved hunters, anglers, or other recreationists are appropriately licensed and aware of use policies.
- Maintains a database and calendar of all approved users, and authorized visits.
- Updates and deploys site-specific safety and resource management plans.
- May participate in public engagement, public meetings and education programs.
- May recommend or help coordinate efforts to enhance environmental stewardship and land conservation.
- Attends meetings and required training and maintains any required certifications.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Knowledge of wildlife habitats, natural resource conservation, and land management practices; ability to interpret and apply relevant hunting, fishing, environmental, and land-use laws; skill in reading and using maps and spatial information to assess property conditions; ability to apply sound stewardship principles in managing vegetation, wildlife, and other natural resource issues.
- **Technical:** Proficient in the use of standard business software; familiar with basic GIS and mapping tools and other required department-specific systems, databases, field communication, and security technologies.
- **Interpersonal, Communication and Customer Service:** Ability to be courteous yet authoritative with the public; good written and oral communication skills; ability to communicate clearly and concisely with a diverse population; verbal de-escalation skills; the ability to remain focused and productive while working alone.
- **Decision-making and Authority:** Ability to be decisive and to exercise good judgement in situations that require a quick response to protect life and property; works independently and involves supervisor or law enforcement as needed.
- **Leadership:** Non-supervisory. Serves as the primary County representative for assigned properties.
- **Environment:** Frequently works outdoors including in remote locations and in rugged terrain; some tasks are completed in a stationary post; regularly assigned patrol duties; works in varying weather conditions.
- **Physical:** Maintains physical condition necessary to inspect and maintain outdoor and rural properties; ability to walk long distances and to work under all types of worksites, traffic, and weather conditions; ability to safely operate a vehicle.

Minimum Education and Experience:

- **Education:** A degree in forestry, environmental science, biology, ecology, or comparable field of study, OR equivalent experience or training in land management or natural resources management.
- **Experience:** Three (3) years of job-relevant experience. Park ranger, land/resource manager, land steward, or similar experience is preferred.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses
- Valid Driver's License.
- Must maintain valid Basic First Aid, Adult CPR/AED Certification.

Job Code: G.B.E.0051

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.