



Uintah County

Job Description

Title:	Public Lands Specialist	Code:	228
Division:	Public Lands	Effective Date:	1/14
Department:	Commission	Last Revised:	1/14
FLSA Cat:	Exempt	Career Service:	Exempt
		Pay Grade:	36

GENERAL PURPOSE

Performs a variety of **administrative and professional level** functions as needed to further the County's interests in public lands management.

SUPERVISION RECEIVED

Works under the general supervision of the County Commissioners.

SUPERVISION EXERCISED

Provides close supervision to support staff.

ESSENTIAL FUNCTIONS

Coordinates the activities and processes of the county office of public lands serving as a clearing center for requests for access to public lands.

Organizes and correlates the review of land use documents; determines document compliance with established guidelines; prepares and delivers documents for consideration and analysis by county commissioners.

Attends various meetings; develops working relationships with representatives of various agencies, i.e., state, federal and local.

Manages daily office operations; maintains inventory of office supplies; orders and schedules equipment maintenance as needed.

Provides general supervision of clerical staff; delegates project assignments, reviews work in progress, conducts performance evaluations; makes recommendations affecting employee retention, advancement, discipline or termination.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - A. Graduation from college with a bachelor's degree in public administration, business administration, organizational communications, or related field;
 - AND
 - B. Two (2) years of progressively responsible experience related to above or similar duties;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of various aspects of county government operations, i.e., legislative processes; inter-relationships between state, federal, and local agencies with common interest in public lands and related issues; technical writing; public relations.

Skill in the use of standard office equipment; composing technical and executive correspondence.

Ability to deal effectively with time sensitive materials and meet deadlines associated with the public lands operations; communicate effectively, verbally and in writing; develop effective working relationships with supervisor, fellow employees and the public.

3. Special Qualifications:

Must possess valid driver's license.

4. Work Environment:

Tasks typically require light physical activities associated with a sedentary work environment. Some muscular strain related to walking, standing, stooping, sitting, reaching, and light lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required in the use of keyboard and other office equipment. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee Signature)