

**Position Title:** Powell County Natural Resource Director (Full-time; permanent)

**Summary:** The purpose of the Powell County Natural Resource Director position is to develop, promote, and implement county natural resource programs and policies that assist Federal, State, and private landowners in the management of their forested and agricultural lands and to enhance agricultural practices and forest health, mitigate wildland fire, improve wildlife and watershed habitat, and maximize the economic well-being of Powell County.

**Duties and Responsibilities:**

- Planning, organizing, and overseeing the strategic administration of the Powell County Natural Resource Department.
- Preparing budgets and reports to support, maintain, evaluate, and improve County programs and seeking grant funding to expand and stabilize the economic growth of department operations.
- Representing the Powell County Commission in collaboration with state and federal natural resource agencies.
- Reviewing, developing, and recommending written response comments on all NEPA/MEPA documents on natural resource projects on state and federal lands throughout Powell County.
- Providing technical assistance, advice, and support to Powell County constituents with questions or issues surrounding agriculture, timber production, mining, horticulture, and other natural resources.
- Planning, coordinating, and facilitating activities and staff that affect the natural, cultural, biological, and economic resources of Powell County.
- Soliciting, responding to, and administering grant funding and contractual agreements to ensure compliance with the terms of the agreements and submit reports as required.
- Coordinating with other Powell County Departments, boards, and organizations to ensure effective and sustainable use of Powell County natural resource management.
- Maintaining professional and technical knowledge by attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Other duties as assigned by the Powell County Commission.

**Supervisory Duties:** This position supervises the Natural Resource Department Administrative Assistant position (0.5 FTE).

**Accountability:** This position is accountable to the Powell County Commissioners, who are the individual's supervisors.

**Required skills and knowledge:**

- Prior experience supervising natural resource professionals, programs, and budgets.
- Prior experience with Natural Resources planning, grant management, and administration.
- Prior experience serving as a policy analyst and advocate for a governmental body.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain good working relationships with co-workers, community groups, governmental agencies, and the public.
- Knowledge of agricultural, forestry, wildlife, and environmental related field sampling and surveys.
- Proficiency with MS Office Suite, GPS units and GIS Software, statistical software
- Proficiency in writing and analyzing technical documents, designing and conducting field studies, and statistical compilation and analysis of data.
- Knowledge of local and regional environmental and natural resource management issues

**Education and Qualifications:** The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to a bachelor's degree in Natural Resource-related field and +5 years of experience. A master's degree Natural Resource-related field is preferred with +2 years of professional experience.

**Compensation:** salary DOQ with full benefits and retirement.