



## LANGLADE COUNTY JOB DESCRIPTION CONSERVATION SPECIALIST

Department: Land Records  
Reports to: Land Records Director & County Conservationist  
Grade/Wage: Grade 16, \$20.00 to \$26.00 per hour  
FLSA Status/Hours: Non-Exempt, 35 Hours per week  
Revised: 4/12/2023

### **Summary:**

This position assists the Conservationist in the implementation of the Langlade County Land & Water Resource Management Plan, with a particular focus on providing conservation education and water-related information and guidance to county visitors and residents.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Provide land and water conservation-related education opportunities to youth and adults.
- Update and coordinate the distribution of land conservation educational materials.
- Maintain Land Conservation Department Website.
- Provide technical assistance and education to property owners for the development of shoreland restoration and improvement plans. Make recommendations and assist with the preparation of plans.
- Assist the County Conservationist in completion of their duties including, but not limited to:
  - Administering the Farmland Preservation Program, Nutrient Management Program;
  - Abatement of aquatic and terrestrial invasive species.
  - Representing the county at meetings, trainings, and other events.
  - Prepare ordinance violation/complaint reports and documents for legal action; coordinating with other departments & organizations as necessary.
  - Ordinance development & review.
  - Drafting/submitting grant applications
- Perform Conservation Technician's duties in their absence.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



**Education and/or Experience:**

- Associate's Degree in Natural Resource Management, Land Use Planning, Environmental Health or closely related field, or work experience in land use, regulatory issues, planning and zoning or related field; or equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.
- Valid driver's license.

**General Knowledge, Skills, and Abilities:**

- Knowledge of native plants (identification, characteristics, and planting methods).
- Knowledge of principles of soil and water conservation practices and technical assistance needs to design these practices which include identification and use of natural vegetation and erosion control techniques, multiple-use land management, land surveying, GIS, computers, and the use of aerial photos.
- Ability to develop conservation plans with landowners as well as survey, design, and inspect construction of conservation practices.
- Ability to work with limited daily supervision and make accurate, rapid, and independent decisions regarding work priorities and duties.
- Skilled organizer; demonstrating high level of maturity, self-direction, and motivation. (Required)
- Working knowledge of local, county, state and federal zoning, building, and land use laws.
- Working knowledge of legal land descriptions, soils, land use, land and water.
- Ability to obtain and interpret facts gathered through inspections and research.
- Ability to prepare and maintain records and reports (compare, count, differentiate, measure and/or sort, assemble, copy, record, and transcribe data/information).
- Ability to provide testimony at public hearings.
- Skilled in oral and written communication (e.g. persuasion, training, interpretation) with the public and partners.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to gather, interpret, and analyze data and information (e.g. technical standards, engineering plans, state administrative codes, state statutes, soil data/test reports, county ordinances, soil/wetland/flood plain/topographic/plat maps, aerial/site photos, tax parcel receipts, meeting agenda and minutes, complaint forms, zoning citations, zoning handbooks, construction site handbooks, computer software operating manuals, engineering manuals, etc.) using established criteria to determine consequences/outcomes and to identify and select alternatives.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing, and controlling.
- Skilled in conflict resolution to solve issues and problems relating to code violations (diplomacy, persuasion, foresight, fairness).
- Ability to establish and maintain effective working relationships with: department staff; County Board Supervisors; town officials; attorneys; surveyors; land developers; landowners; state agency staff (DATCP, DNR, DOT); engineers; and the general public.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, computer, telephone, level, auger, shovel and measuring tape.



**Technological Qualifications:**

- Knowledge Windows and Microsoft Office Suite.
- Knowledge of AutoCAD design software (preferred).
- Knowledge of database software such as: LandNAV/Catalis; Excel; SnapPlus; Access; AS-400 records systems (preferred).

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- When in the office, normal office working environment with little or no discomfort from temperature, dust, noise, wetness or the like.
- When performing the duties of this job outdoors, occasional extreme temperatures and uneven ground.
- The noise level in the work environment will range from quiet to moderately loud.

Langlade County is an Equal Opportunity Provider/Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date