LAND USE COORDINATOR

Function of Job:
Under general direction of designated supervisor, serve as a resource for land and property management decisions for the college/university; assist in designing and implementing land and property management policies and procedures; provide data resources for teaching, research and service land management goals; teach courses or conduct/supervise field labs as assigned.

Characteristic Duties and Responsibilities:
1. In conjunction with campus groups, develop comprehensive management plan to meet campus needs for use of land/property.
2. Establish and maintain a comprehensive natural resource inventory of all college/university lands, including forests, wetlands, and natural areas.
3. Develop and maintain plans, reports and records for managing campus land and property.
4. Work with facility services to develop and maintain complete files of deeds, maps, and records of college/university lands and properties.
5. Coordinate all campus teaching, research, and outreach uses of college/university lands.
6. Communicate and interact with college/university committees, faculty, staff, students, community groups/committees, and State and Federal agencies as needed.
7. Develop and maintain a comprehensive data base of geological, biological, ecological, economic, and utilization data to assist with program goals.
8. Assist with budget and initiate contracts as assigned.
9. Develop and coordinate environmentally sound activities to educate the campus and community.
10. Teach courses/workshops, supervise/conduct some field labs, and supervise student interns and independent studies as assigned.
11. Oversee all improvement cuttings and timber harvesting operations.
12. Supervise summer student work crews and/or other staff as assigned.
13. Supervise maintenance of the core campus "no hunting" zone and educate the public on supporting and promoting multiple use.
14. Perform related duties as assigned.

Minimum Acceptable Qualifications:
1. Master's degree in forest and land management, or closely related field.
2. Three years of experience in two or more of the following areas: land/resource management, logging, timber sale management, wildlife and recreation, boundary maintenance.
3. New Hampshire Forester license or ability to obtain such license.
4. Research and computer skills.
5. Excellent communication skills.

Additional Desirable Qualifications:
1. Experience in strategic planning for multiple ecological, economic, teaching, research, and service goals.
2. Courses in adult education.

9/4/2001
System Approval

9/4/2001
Effective Date