



EMPLOYMENT OPPORTUNITY

NATURAL RESOURCES COORDINATOR I

SALARY AND BENEFITS

\$25.83 - \$34.15 hourly, plus benefits package

FILING DEADLINE

Open until filled. First review October 13, 2023

DUTIES AND RESPONSIBILITIES

The Natural Resources Technician under general supervision from the Planning Division Manager or other higher-level personnel in the division, implements the county's mining program under the California Surface Mining and Reclamation Act; plans, and develops, complex professional planning projects; prepares plans, technical reports, initial studies and environmental impact reports, and completes and monitors grants and grant applications.

The major duties of the job include:

- Gather and evaluate data, design and develop comprehensive plans from acquired data.
- Prepare complex reports on a wide range of planning issues pertaining to general and specific plans, subdivisions, variances, environmental impact and zoning matters.
- Develop, implement, monitor, and document natural resource management objectives.
- Assist and advise in the development of County goals, policies and implementation strategies specific to the Natural Resource Element of the General Plan, and amendments thereto.
- Make presentations to the Board of Supervisors, Planning Commission, developers, community groups and outside agencies.
- Participate in, assign and help to review complex development proposals for conformance to the County General Plan.
- Review of applications and permits for compliance with applicable processes, regulations and timeframes.
- Record and track documents for compliance with applicable processes, regulations and timeframes.
- Respond to the inquiries of customers (including developers, property owners, architects, appraisers) by providing information related to procedures and policies either at the counter or on the phone.
- Perform technical operations such as checking documents, assisting in creating or modifying maps, diagrams, permits, appraisals.
- May perform field and/or site inspections.
- May perform complex Data Entry that requires knowledge of specialized computer programs and/or systems.
- May perform complex but routine mathematical calculations.
- Create letters, memorandum, reports, minutes and other correspondence with a minimum of direction.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Two years of work experience in Natural Resources (or related field); experience with data entry/manipulation, preparing reports, and modern technical experience (i.e. GIS, Office Suite) preferred.

Training:

Equivalent to Bachelor's degree from an accredited college or university with major course work in natural or biological sciences; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

A Master's Degree in natural or biological sciences may be substituted for the required experience.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting the Personnel Department at our website at <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened: August 17, 2023

☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.