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| Missoula County Logo | **MISSOULA COUNTY****invites applications for the position of:****Open Lands Project Manager** |

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| **SALARY:** | $27.64 - $30.51 Hourly |
| **DEPARTMENT:** | Community & Planning Services |
| **OPENING DATE:** | 09/01/21 |
| **CLOSING DATE:** | 09/29/21 05:00 PM |
| **BARGAINING UNIT:** | MFPE-Federation of Missoula County Employees |
| **WORK SITE:** | Missoula Montana |
| **SCHEDULING/HOURS OF WORK:** | Full Time |
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| **TO APPLY:*** **Please complete all sections of the online application even if a resume is submitted/requested.**
* **Please attach to your completed application: College Transcripts (unofficial are accepted), and a letter of interest.**
* **Please respond to the SUPPLEMENTAL QUESTION.**
* **Incomplete applications will be disqualified.**
* **Complete job description available upon request to the Department of Human Resources.**

**DEFINITION:** Performs project management and bond administration, and provides expert analysis and interagency collaboration to evaluate, develop and implement the County’s open lands priorities, strategies and projects for the Parks, Trails and Open Lands Division of Community and Planning Services. ‘Open lands’ refers to land with high agricultural, timber, recreational, wildlife habitat, scenic, or historic value. |
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| **REPRESENTATIVE EXAMPLES OF WORK:** Develops, implements, and updates long range plans for open lands priorities and strategies in Missoula County. Implements strategies and leads all phases of County open lands projects as guided by adopted plans.  Project types include but are not limited to: negotiating easements and fee title acquisitions; contracting for open space capital improvement projects; and utilizing other established or emerging open lands strategies. Works to fund open lands strategies and projects by developing additional funding mechanisms including grant writing and grant management. Oversees the administration and investment of $15 million in Missoula County Open Space Bonds to support open lands priorities. Conducts research and analysis to evaluate proposed projects and their impacts on conservation resources. Handles funding requests, tracks expenditures and number of acres protected, and coordinates review by the Open Lands Citizen Advisory Committee (OLC), staff, and the Board of County Commissioners. Provides support to the OLC. Assists in the preparation of agendas, attends meetings and reviews minutes, informs development of the work plan, provides technical advice, and arranges for outside presenters. Represents the County as a subject matter expert on open lands and natural resource issues of importance to Missoula County by researching, analyzing, reviewing and commenting on planning efforts, proposed legislation and actions by state or federal agencies. Coordinates collaborative organizational partnerships, meetings, annual convenings, and events around open lands strategies. Works collaboratively with state, federal, tribal, and non-profit organizations to pursue open lands strategies and projects.  Act as a liaison, represents open lands issues on behalf of the County, gives presentations, coordinates communications, training, and educational opportunities.  Provides professional and technical advice and guidance. |
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| **MINIMUM QUALIFICATIONS:** Requires a bachelor’s degree. Degrees best suited to this position include natural resource or conservation management, environmental studies, parks and recreation administration, and public administration.  Master’s degree is desired. Requires four years of experience working in open lands policy, project implementation and/or management.  Applicants with a Master's degree and two years of experience working in open lands policy, project implementation and/or management will be considered. |
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| **PHYSICAL/ENVIRONMENTAL DEMANDS:** The work requires the ability to walk over rough, uneven terrain and to travel to remote work sites and meeting locations during all seasons. Occasional field work will be required, in addition to working in an office setting, using a computer keyboard. May require occasional light lifting (up to 20 lbs). The work schedule may require attendance at meetings before and after normal work hours, including weekends. |

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| APPLICATIONS MAY BE FILED ONLINE AT:https://www.governmentjobs.com/careers/missoulacounty/406-258-4874 gbrown@missoulacounty.us  | Position #2020-00281OPEN LANDS PROJECT MANAGER |