

Position Description

Riparian Forest Buffer Coordinator

Position Purpose:

To further the goals of the Bureau's portion of the statewide Riparian Forest Buffer Program, which seeks to use riparian forest buffers to help mitigate non-point source pollutant (like nitrogen and phosphorous) deposition, improve water infiltration, stabilize soils, provide habitats and corridors for wildlife and much more. This will be accomplished by providing leadership and training related to buffers and their associated cost-share programs, and facilitating technical assistance to both landholders and natural resource professionals. This program will result in acres of land planted in buffers and maintained over long timeframes, which improves ecological function within landscapes.

And

To provide strategic input and direction, assistance, and information to the State Forester's office, Central Office Divisions/Sections, and Field Offices of the Bureau on the Bureau's Private Land Conservation Program and related activities.

Description of Duties:

Technical Assistance and Training-related responsibilities:

- Serve as the Bureau of Forestry coordinator for the Bureau's riparian forest buffer programs.
- Conduct workshops/trainings addressing forestry issues or practices that are related to riparian forest buffers.
- Assist with coordination of technical assistance delivery with PSU Extension, Bureau field personnel, NRCS, PA DEP, PA Dept. of Agriculture, and the US Forest Service.
- Assist with coordination and delivery of the CREP program.
- Review and obtain for distribution to Service Foresters (and any other applicable group of staff or constituents) appropriate technical and research reports, publications, websites, and any other pertinent tool useful for accomplishing the goals of the Bureau's Riparian Forest Buffer Program.
- Organize, make arrangements for, and oversee the operation of appropriate and effective training sessions and meetings for Bureau or Departmental staff. Other entities that may necessitate training, depending on the needs and goals set are: professional foresters, farmers, landowners, municipal/county officials, technical service providers, and any other suitable stakeholder group.
- Liaison with other agencies or institutions regarding new technologies/best practices.

Partnership and Stakeholder-related responsibilities:

- Provide support to the Assistant State Forester in the management of the Riparian Forest Buffer Advisory Group.
- Represent the BOF at in-state and multi-state meetings relating to riparian forest buffers or related practices.
- Serve as a Bureau liaison to the USFS Chesapeake Bay Program, the Susquehanna River Basin Commission, and other pertinent entities.
- Serve as a riparian forest buffer technical advisor to the NRCS.
- Create, foster, and expand productive relationships with appropriate partners.
- Represent BOF/DCNR at national and state workshops, conferences, and planning meetings.
- Liaison with PA Department of Agriculture
- Cooperate with other bureaus and state agencies to enhance the stream buffer restoration efforts of all agencies.
- Represent the BOF/DCNR on the Chesapeake Bay Program Forestry Workgroup, as requested.
- Represent DCNR on the Potomac Watershed Partnership Steering Committee, as requested.
- Liaison with other conservation agencies/organizations, as appropriate, to stay abreast of riparian programs outside of the Bureau and to provide requested expertise.
- Attend relevant Chesapeake Bay meetings.

Communication-Related Responsibilities:

- Increase visibility for the Riparian Forest Buffer Program within Pennsylvania.
- Assist the Section Chief with the annual accomplishments publication.
- Work with the Communications & Interpretation Section to update any relevant brochures, leaflets, website content, etc.
- Write riparian buffer-related articles for various venues, as appropriate.
- Evaluate and suggest improvements to the existing web content on the Bureau's site
- Coordinate the dissemination of brochures, as appropriate
- Create brochures/fliers, as needed

Planning, Reporting, and Administrative Responsibilities

- Provide input into the strategic direction and coordination of the Bureau of Forestry's Riparian Forest Buffer Program.
- Utilize GIS, other tools, and partnerships with other organizations to help strategize the best locations to target for riparian forest buffers.
- Propose program innovations.
- Apply for and administer grants related to riparian forest buffers.
- Assist the Bureau of Recreation and Conservation with their riparian forest buffer grant program.

- Maintain appropriate records and files, and provide periodic reports of Riparian Forest Buffer Program accomplishments, as required.
- Complete the annual USFS and Chesapeake Bay DEP reporting requirements.
- Investigate possible funding sources for the program into the future.
- Prepare periodic reports for requesting agencies or organizations - including, but not limited to, The US Forest Service, the Chesapeake Bay Program, DEP, and NRCS.
- Analyze relevant research to determine if findings could be implemented in BOF programs.
- Assist with review of grant applications, as requested.
- Review applicable policies/regulations and provide feedback as appropriate.
- Work with the Section Chief to properly evaluate, measure, and report success of all program elements.

General RCF Duties

- Support other areas of programming within the Rural & Community Forestry Section, as requested by the Section Chief (such as TreeVitalize and Woodland Stewardship).
- Review and comment on written material, as requested by others in the Bureau
- Provide appropriate information, as requested, to the State Forester's Office, field offices, and other program offices
- Work with the Communication & Interpretation Section to update any relevant brochures, leaflets, website content, etc.
- Establish and maintain good communications with the Bureau's field offices and other program areas, other Bureaus of the Department, other governmental agencies, and conservation organizations.
- Perform occasional public relations duties, including staffing display booths, addressing interested groups, and participating in meetings with cooperating public and private agencies.
- Attend and participate in appropriate training programs and conferences
- Perform all other duties as assigned.

PREFERRED QUALIFICATIONS:

Bachelor's degree in natural resource management or related field. Minimum of two years of experience is required.

Experience in conservation planning is necessary.

Experience in running statewide, multi-county, or other large-scale programs or projects.

Experience with project management, including budgets and grants management

Knowledge of natural systems.

Must have excellent organizational skills and be able to handle multiple tasks and priorities.

Must have well-developed verbal and written communication skills as well as good computer skills.

Excellent interpersonal and communication skills are required. Must have the ability to work successfully with people at all organizational levels and from all backgrounds.

Public presentation experience and skills required.

Must excel in working independently as well as in a team and have excellent time management skills.

Must be flexible with schedule and willing to work evenings and weekends, as needed.

Must be able to perform physical work, carry heavy equipment, and navigate uneven terrain.

Must possess a valid driver's license and be willing/able to travel to various locations throughout the Chesapeake Bay.