



JOB DESCRIPTION

Position Title: Land Specialist, SR24

Reports to: Land Manager

FLSA Status: Non-Exempt

GENERAL PURPOSE OF POSITION

The Land Specialist assists in the development and implementation of a Comprehensive Management Plan for Wao Kele o Puna, as well as relevant work for any other conservation, Legacy, and/or Programmatic lands owned by OHA on the Island of Hawai'i. The Land Specialist is also responsible for engaging the community about and implementing the day-to-day management of the project(s).

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

1. Land Management

- a. Assists in developing and implementing the Comprehensive Management Plan for Wao Kele o Puna and any other Legacy and Programmatic properties as assigned, as well as coordinating efforts of the Land Management program and other partners.
- b. Develops and creates a Conservation Management Program or its equivalent as assigned for Wao Kele o Puna within the framework of Hawaiian values and belief systems. The Program represents the implementation arm from the Comprehensive Management Plan and is an on-the-ground management program.
- c. Ensures that all conservation management programs and activities conducted comply with all federal, state, and county laws, regulations, and policies, as well as OHA goals and policies.
- d. Assists in the review, negotiation, and process of land and management agreements.
- e. Seeks, completes, and submits grant applications relevant to natural and cultural resource programs; oversees the implementation of grants and

document results; conducts budgeting for grants and manages funds associated with activities to be performed; tracks projects, including field inspections and contractor oversight.

- f. Recommends and helps facilitate and implement research, surveys, and other programs, based on observation and other studies. Coordinates contracts to fulfill the Comprehensive Management Plan and general property maintenance, including assessments and inventory of natural and cultural resources, historic sites, risks, threats to resources, interpretive values, and economic development potential.
- g. Works to enhance beneficiary participation in and benefit from Land Management activities. Helps to facilitate a Wao Kele o Puna Advisory Council that provides input on the development and completion of the WKOP Comprehensive Management Plan.

2. Risk Management

- a. Maintains good working relationships with Puna Communities, OHA lessees, managers, beneficiaries and other partners.
- b. Monitors and takes actions to protect Hawai'i lands from damage by human abuse, invasive species, and fire.
- c. Conducts site inspections and risk assessments, and takes actions to mitigate any risks, with approval of the Land and Property Manager.
- d. Mitigates and manages emergency situations such as fires and injuries.

3. Public Outreach and Education

- a. Develops and maintains relationships with communities on the boundaries of Wao Kele o Puna to insure OHA and its designees can access to the forest to conduct native forest health and watershed management.
- b. Conducts and attends public meetings and hearings for land-related projects.
- c. Responds to public concerns, comments, and suggestions.
- d. Serves as liaison to related organizations and associations.
- e. Prepares and presents media briefings, brochures, and presentations.

- f. Organizes and coordinates with schools and non-profit organizations field trips and educational work trips.
 - g. Gives public talks and demonstrations.
 - h. Assists with critical Land Management outreach and education projects.
 - i. Attends related conferences and other similar meetings as directed and as funding allows.
4. Regular attendance on a daily basis is required for this position.

OTHER DUTIES/RESPONSIBILITIES

Performs other duties as assigned by Land & Property Manager.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have working knowledge of:
 - Principles and practices of natural and cultural resource management
 - Development and implementation of multi-faceted natural & cultural resource-related management plans
 - Leases and acquisition and sale agreements
 - Basic laws, rules, and policies pertinent to natural & cultural resource management
 - Rules and policies relating to personnel safety, fiscal, and operational matters
 - Hawaiian culture and practices
 - Native Hawaiian forest flora and fauna and threats to those resources
 - Dynamics of Hawaiian watershed and ecosystem processes
 - GPS and GIS mapping programs
2. Must have demonstrated skills or ability to:
 - Exercise sound judgment in making independent decisions in the field
 - Work cooperatively with OHA staff and the community
 - Communicate orally and in writing with a diverse range of people
 - Use basic computer programs, including word processing, Excel, PowerPoint, and other graphics and project management programs.
 - Prepare operating budgets
 - Seek and write grant proposals
 - Resolve conflicts
 - Work independently

- Meet and deal effectively with others especially in negotiating and obtaining compliance with contract agreements

EDUCATION, TRAINING AND/OR EXPERIENCE

1. Bachelor's degree from an accredited college or university with a major in Forestry, Natural Resource Management, Environmental Studies, Conservation Biology, Hawaiian Studies, Planning, or related field. Masters degree in above or related fields is preferred.
2. Three and one-half (3 ½) years of progressively responsible experience in the field of land or conservation/preservation or cultural resources management in Hawai'i.
3. Current Hawai'i Driver's License.
4. Must be able to attain the following certifications within the first year
 - a. CPR/First Aid/Wilderness First Aid
 - b. State of Hawaii Hunter Education Program
 - c. General Chainsaw Safety Training Program
 - d. IAT B-3 Training (helicopter safety)
5. Advanced GIS training is desirable

MENTAL DEMANDS

1. Must be able to comprehend, analyze, organize and prioritize a large volume and wide variety of information within time limitations.
2. Requires the ability to read, and perform mathematical calculations.
3. Requires concentration, alertness and attention to detail.
4. Must be able to exercise discretion and independent judgment with little or no supervision. Must be results oriented. Must be willing to take initiative and responsibility.
5. Requires a wide degree of creativity, innovation, flexibility, and the ability to adapt to change and manage competing demands.
6. Must be able to perform under highly stressful conditions while maintaining a courteous and professional demeanor.

7. Must be able to work collaboratively with other team members.
8. Must be able to work collaboratively with participating agencies, officials as well as community organizations.

PHYSICAL DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling			X		
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing			X		
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X		X		X

COMMUNICATION DEMANDS

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to					

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including customers)		X			
4. Talking on the telephone	X				
5. Written communication to coworkers	X				
6. Written communication to business associates (outside contractors, government officials, etc.)	X				
7. Written communication to the public (including customers)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Never
(outside contractors, government officials, etc.)					
11. Responding to written or verbal requests from the public (including customers)			X		
12. Training and/or giving verbal instructions	X				
13. Training and/or giving written instructions	X				
14. Receiving verbal instructions	X				
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites				X	

WORK ENVIRONMENT

Work is performed primarily indoors with incumbent performing outdoor activities as required, possibly once a week. Employee will be in contact with chemicals and materials normally found in office environments as well as pesticides. Employee will be exposed to low to moderate levels of noise.

The Wao Kele o Puna environment can be dangerous with the occurrence of fissures, sulfur dioxide gases, and active lava flows which include a'a and pahoehoe lava. There are also possibly illicit activities along the Wao Kele o Puna boundary and active hunting so it is suggested to attend the hunters education safety course as well as wear the appropriate safety gear and equipment. At some times helicopter use may be required to access difficult to reach areas within the WKOP forest so OAS B-3 training should be conducted prior to the first flight.

MATERIAL OR EQUIPMENT DIRECTLY USED

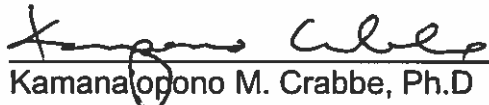
Computer (word processing and spreadsheets), calculator, telephone, copy machine, fax machine, and other equipment as required. Outdoor equipment includes GPS and other safety gear such as the Personal Locator Beacon.

NOTES

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Chief Executive Officer shall have authority to amend this job description to meet the organization's needs.

Position No. 36321, Land Specialist, SR24.



Kamanaopono M. Crabbe, Ph.D
Ka Pouhana, Chief Executive Officer

12/9/16

Date