



TOWN OF JACKSON  
JOB DESCRIPTION

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JOB TITLE: Ecosystem Stewardship Administrator	LAST UPDATED: 2021
PAY BAND: 27	FLSA STATUS: Exempt
DEPARTMENT: Community Development	SUPERVISOR: Community Dev Director

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**Job Purpose:** Develops and leads Town initiatives related to Common Value 1: Ecosystem Stewardship of the Jackson/Teton Comprehensive Plan specifically including Chapter 1. Stewardship of Wildlife, Natural Resources, and Scenery and Chapter 2. Climate Sustainability specifically including the following areas:

- Water Resources,
- Public Lands Coordination,
- Sustainability and Climate Change Adaptation & Planning,
- Ecology,
- Scenic Preserve Trust, and
- Wildlife.

**Supervision:** The position will work under general direction of the Community Development Director.

**Supervision Exercised:** Has no supervisory responsibilities.

**Essential Duties and Responsibilities:**

(This list does not include all duties and responsibilities that may be assigned to this position.)

**Town of Jackson Sustainability Program – 20%**

The focus of this effort will be to continue the implementation and further development of a Town of Jackson organizational sustainability program identified as a Council Priority item at the annual retreat. Past efforts in this area include the Town sustainability initiatives including 10 by 10 (10% reduction by 2010) and 40 by 20 (40% reduction by 2020) along with the current Town G.P.S. sustainability program.

*Work Product:* Produce a town wide sustainability program including goals, strategies, and monitoring for the organization including both town wide and departmental implementation strategies. Part of this program would be an annual report to Council, the organization, and community on its status and achievements.

**Collect and Evaluate Metrics indicating the Ecosystem’s Health – 30%**

The focus of this task will be to begin to address two foundational strategies called out in the Comp Plan as follows:

- Strategy 1.G.S.1: Identify appropriate indicators that measure the status of, and progress towards, the Chapter 1 goal. For example, measuring stewardship of natural resources may include establishing indicators for percent change of site development within the Town and County, or tracking contaminant loading from wastewater discharge at the Town of Jackson treatment facility.

- Strategy 1.G.S.2: Establish an Ecosystem Stewardship target for an Adaptive Management Program that will be used to track the Town and County's progress toward goals related to this chapter, including evaluation of threats to the ecosystem's health, and opportunities for helping preserve and protect it.

*Work Product:* In addition to completing these strategies, an overarching goal here will be to compile and deliver an annual report to the community regarding the health of the ecosystem, threats to that health, and efforts to preserve and protect the ecosystem.

### **Jackson Hole Climate Action Collective – 20%**

The focus of this task will be to provide additional dedicated staff resources to the Jackson Hole Climate Action Collective, a collaboration of multiple local organizations focused on climate action and achieving equitable net-zero carbon by 2030. This initiative was identified as a Council Priority at the annual retreat. The goal of the collective is to equitably achieve net-zero carbon in our community through a framework and matrix of climate actions and climate action resources that is updated over time by a collaborative resourcing team. This collaborative team will facilitate action now and catalyze community capacity for future initiatives. The initial step currently underway is the development of sector-based teams working in specific focus areas.

*Work Product:* The framework and opportunity matrix will be supported by a climate action dashboard that will provide public reporting on the community's climate action and allow the community to test the climate impact of various potential actions.

### **Water Quality Initiatives – 20%**

The primary focus of this task will be to support current Council Priority projects in this area including:

1. Wastewater Treatment Plant Study (Town)
2. Stormwater Management Program (Town)
3. Wastewater planning effort (County)

The position will bring much needed additional capacity to these Public Works led projects assisting in project development but more specifically in project education, outreach, and implementation.

*Work Product:* Completion of the identified studies along with ongoing implementation and education efforts that are outgrowths from them.

### **Karns Meadow Park – 10%**

The primary focus of this task will be to lead the planning and development of Karns Meadow Park. Planning will consist of the completion of a Master Plan describing all desired improvements followed by the approval of individual or combined conditional use permits for each component of the property. Development will provide activation of the park through outcomes identified in the planning process.

*Work Product:* Completion and implementation of a Karns Meadow Park Master Plan.

Prepares/presents information and recommendations to appointed and elected officials.

Performs all duties in alignment with the Town of Jackson Values.

Provides exceptional internal and external customer service, addresses complex and often controversial issues and concerns.

**Desired Minimum Qualifications:**

**Education and Experience:**

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Bachelor's Degree in biology, ecology, or other related field of study and experience ensuring public policy decisions are informed by the best available science with a master's degree preferred; and
- Relevant experience and duties would include a minimum of 3-5 years' experience in both administrative duties and a solid background in a field related to ecosystem stewardship (education, work experience, or ideally both).

**Job-Specific Knowledge, Skills, and Abilities:**

- Knowledge of ecosystems, natural systems, climate change science.
- Ability to gather, analyze, and report out on statistical data and metrics related to ecosystems, water and air quality, etc.
- Working knowledge and command of the English language, including usage, grammar, spelling, punctuation, style, and proofreading skills.
- Extensive knowledge of business software, including MS Word, Excel, Outlook, PowerPoint, and Publisher, internet usage, social media, and website utilization.
- Knowledge of Town of Jackson and Teton County geography preferred.
- Skilled in operation of equipment and tools listed below.
- Skilled in establishing and maintaining efficient filing records and systems.
- Skilled in production of professional letters, memoranda, and reports.
- Ability to provide professional staff assistance to the Community Development Director, the Town Manager and Assistant Town Manager, Town Directors, the Public Information Officer, and the Mayor and Council and prepare and present staff reports and other correspondence, and develop and make recommendations to supervisors and other employees.
- Ability to establish and maintain effective working relationships with Town of Jackson employees, department heads, Town Administrator, Town Council, and citizens.
- Ability to communicate effectively orally and in writing with employees, Town of Jackson officials, other governmental agency representatives, and citizens
- Ability to conduct necessary research and compile comprehensive reports.

**Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:**

**Our Purpose (Why we exist as an organization)**

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

### **Our Mission (What we do)**

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

### **CORE VALUES**

Each day we aim to live these values for each other and our external customers / partners:

- Customer Focus & Service
  - We identify who the customer is and what their needs may be.
  - We strive to be fair and consistent in meeting customer needs.
    - Actions: We listen to identify needs and communicate directly. We treat people equally and provide results with honesty of information / services.
- Openness
  - We are available and present for honest discussion.
  - We are receptive to new ideas / thoughts.
    - Actions: We start conversations, even the ones that might be difficult. We say “Yes, and” in order to listen and value all perspectives.
- Innovation
  - We create opportunities through challenges.
  - We are not afraid to fail.
    - Actions: We ask why and why not? We challenge each other to see “outside the box” and challenge the status quo. We seek to find better ways to operate.
- Respect
  - We honor differences of opinion and perspectives.
  - We honor customers and the environment while holding ourselves responsible.
    - Actions: We listen patiently to all perspectives. We look people in the eye and practice open body language. We show understanding by our tone of voice and choice of words.
- Professionalism
  - We have exceptional skills and abilities and seek continuous improvement.
  - We strive to exceed expectations in ethics, performance and appearance.
    - Actions: We display professionalism by the way we dress, the words we choose, and the positive attitude we show. We work, are attentive to others, seek knowledge, and deliver a polished product or service.
- Positive Workplace
  - We enjoy our jobs and show others they are valued.
  - We foster a culture that allows individual expression through participation.
    - Actions: We treat others as we would like to be treated. We smile and acknowledge people with our attention. We practice random acts of kindness and care for others.
- Stewardship & Conservation
  - We recognize environmental health creates a high-quality of life & leads to economic prosperity.

- Actions: We repurpose when possible. We are mindful and use less / need less. We help to reduce traffic. We are an example for others.
  - It Is My Job. It Is Our Job.
    - We are alert, willing and accountable to find solutions and serve.
    - As a team, we work to be ambassadors and stewards of the town.
      - Actions: We connect people to available resources. We pause and identify opportunities to serve. We see a problem and seek a solution.
- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

**Special Requirements:**

- Valid state driver’s license or ability to obtain Wyoming driver’s license within one month of hire.

**Equipment and Tools Used:**

- Automobile, personal computer, calculator, telephone, photocopier, fax machine, typewriter, digital cameras (still and video), TV/VCR, PowerPoint projector, binding machine, recording and transcribing equipment, and other business/office equipment.

**Physical Requirements\*\*:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently uses hands to finger, handle or feel objects, tools, or controls. Employee frequently uses a computer.

Employee is exposed to moderate levels of standing and walking.

Employee occasionally lifts and/or carries up to 20 pounds, climbs, kneels, and bends, reaches and works with hands above shoulder height, and reaches and works with arms extended at shoulder height.

Specific vision requirements for this job include frequent use of near vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and office equipment.

Specific auditory (hearing) requirements for this position include frequent exposure to routine conversation, moderate exposure to sounds while transcribing recorded tapes, and the ability to distinguish between telephone, voice, and other tones and audible signals.

### **Mental Requirements\*\*:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently reads, comprehends, and executes simple and complex, written and oral instructions. Employee frequently works alone and works on several tasks at the same time.

Employee is exposed to moderate levels of counting and making simple arithmetic additions and subtractions. Employee is exposed to moderate levels of planning own work activities, working as a member of a team, working without supervision, and working under pressure.

Employee occasionally operates cars and trucks. Employee occasionally trains other workers and works rapidly for long periods of time.

### **Working Conditions\*\*:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently works inside. Employee is frequently exposed to noise generated in a normal office environment.

Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

\*\*The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

### **Job Selection Guidelines:**

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any

employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Personnel Director

Effective Date: \_\_\_\_\_ Revision History: \_\_\_\_\_