

**Langlade County  
Position Description**

**POSITION TITLE: Shoreland Protection Specialist**

**OCCUPATIONAL GROUP:** Casual, limited term employee with 2000 hours maximum per calendar year. Wage: \$13.50-\$15.50/hr. depending upon qualifications. This position is a shared position with Lincoln County (half of the time in Langlade County and half of the time in Lincoln County).

**DEPARTMENT: Land Records and Regulations**

**DEFINITION:** Under the supervision of Langlade County Land Records & Regulations Director

**JOB SUMMARY:**

**The Shoreland Protection Specialist is responsible for assisting with the preparation of shoreland restoration plans and related activities, developing informational and educational materials, and implementing the Shoreland Protection Program as outlined in Langlade and Lincoln County's Lake Protection Grant Application as awarded by the WI DNR.**

**ESSENTIAL JOB FUNCTIONS FOR SHORELAND PROTECTION PROGRAM:**

**Provide technical assistance and education to property owners and landscaping contractors for the development of shoreland restoration plans. Make recommendations and assist with the preparation of shoreland restoration plans.**

**Inspect and monitor shoreland restoration sites.**

**Evaluate shoreland restoration application process to improve and streamline administration.**

**Assist with revisions to the Shoreland Zoning Ordinances, lake classification maps, and revisions resulting from a revised NR115, Shoreland Protection Program.**

**Supplement previous shoreland protection work on the Langlade County web page and assist with the development of web pages for Lincoln County**

**Update and coordinate distribution of educational materials related to Shoreland Protection**

**Continue General Shoreland Protection Information/education program, including a landscaping contractor's workshop.**

**In cooperation with the County Lakes Associations, and others, develop additional educational/informational marketing strategies**

**In Langlade County, install supplemental plantings and maintenance of Shoreland Demonstration Sites**

**Other duties as assigned.**

TRAINING AND EXPERIENCE:

High School Diploma with minimum of two years of education and experience in environmental and/or natural resources management, education, or marketing. Knowledge of Wisconsin native plant taxonomy is essential. Applicants must also be able to communicate effectively, both orally and in writing, with the general public and have proficient computer skills. Must possess valid Wisconsin driver's license and provide own transportation.

**Technological Skills:**

Ability to operate a computer using word processing and other related software; ability to use and operate other standard office equipment.

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

While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand, walk and sit. The employee is required to reach with hands and arms and stoop, kneel, crouch or crawl, bend, and have the ability to climb and balance. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

When in the office, normal office working environment with little or no discomfort from temperature, dust, noise, wetness or the like. Walk-in and call-in distractions occur. Lifting may be required but should not exceed 50 pounds. When performing the duties of this job in the outdoors, occasional extreme temperatures and uneven ground.

Office equipment used: PC (Microsoft Office, AS/400, Etc.), telephone, copy machine, calculator, FAX machine.

The noise level in the work environment is usually moderate.

NOTE: The position is funded by a Department of Natural Resources Lake Protection grant and is a multi-year project.