

WAC Land Conservation (Acquisition) Specialist Professional/Learned Exempt Employee

Working under the direction of the Easement Program Acquisitions Coordinator, the Land Conservation (Acquisition) Specialist shall promote watershed, farmland, and forest protection by managing the selection, negotiation, planning development, contracting and closing of conservation easement projects.

Education and Experience Requirements:

- Bachelors degree in supporting field
- Strong written/verbal communication skills
- Meticulous attention to detail
- 3 years related experience in land acquisitions High degree of computer literacy
- Outstanding human relation skills and knowledge of regional agriculture and forestry
- Must have a valid and current driver's license

Specific Skills:

- Knowledge of the legal and technical aspects of Conservation Easement drafting and complex land transactions, including selection , negotiation, planning and contracting of Conservation Easements
- End-user GIS skills
- Familiarity with title search/review
- Experience with mapping and survey products
- Natural resource assessment/inventory experience

Duties and Responsibilities:

- Develop and maintain excellent working relationships with prospective and actual participating landowners.
- Maintain excellent working relationships with New York City Department of Environmental Protection (DEP) personnel, other partners, and subcontractors.
- Work with Acquisitions Coordinator in the ongoing development and implementation of the Conservation Easement Program and assist with the development of program goals, policies, and procedures.
- Select, develop land plans and draft conservation easements, negotiate terms of easements, review of appraisals, offers, development of purchase contracts, and other documents related to easement acquisition.
- Once a Purchase and Sales contract is signed order, review and approve title work, Environmental Site Assessment and survey.
- Coordinate with the Executive Assistant to ensure proper administration, documentation and filing of all transaction activities including creation of Baseline Documentation Report, recording of Deed and filing of Survey.
- Coordinate conservation easement closings and ensure all activities required for closing are completed.
- Assist landowner in all aspects of acquisition process and contracting phase, including review by local municipal officials.
- Adhere to the approved and prescribed acquisition guidelines and procedures.
- Maintain accurate and detailed files for all properties in acquisition.
- Research information at government records offices as needed.
- Coordinate mapping needs between DEP and WAC GIS mapping systems.

- Coordinate with the Easement Program Stewardship Program on the sound development of land plans and ensure smooth transition from acquisition to stewardship of closed properties.
- Conduct outreach with landowners, the general public and municipal officials as directed by Acquisitions Coordinator and/or Program Director.
- Manage additional duties and projects as assigned by the Acquisitions Coordinator and/or Program Director.
- Other projects as assigned by the Acquisitions Coordinator and/or Program Director.