Human Resources
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Open Space Resource Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP111	**Community & Recreational Services**	**Open Space Resource Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**August 28, 2026**

The Open Space Resource Specialist supports the protection, conservation, and sustainable management of natural and cultural resources across County parks, open spaces, trails, and related programs. Researches, develops, implements, and monitors environmental and agricultural initiatives. Prepares outdoor and environmental education materials and coordinates efforts with internal departments and external local, state, and federal agencies.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates and monitors agricultural programs and activities on Open Space properties.
- Organizes and oversees volunteers, service projects, and educational field trips.
- Works with the Open Space Coordinator to research and implement strategies for improving soil quality and controlling invasive plant species and pests.
- Assists in planning, developing, and maintaining natural surface trails.
- Coordinates forest thinning projects in partnership with external agencies.
- Implements forest health, land conservation, and wildlife initiatives; this includes researching, developing, and recommending strategies, coordinating with stakeholders, and monitoring progress.

- Develops and applies methods to measure the effectiveness of resource management initiatives and publishes periodic online updates.
- Acts as a liaison to external environmental research and monitoring programs.
- Coordinates and secures cultural and environmental clearances as needed.
- Uses Geographic Information Systems (GIS) and Global Positioning Systems (GPS) to analyze data and produce maps.
- Maintains and updates department web content and social media accounts.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Outdoor Recreation, Natural or Earth Sciences, Environmental Education, Planning, or Natural Resource Management.
- One (1) year of work experience in above fields.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are primarily performed outdoors with exposure to seasonal weather conditions, particularly during spring and summer.
- When indoors, work takes place in a temperature-controlled environment on dry, level surfaces that may be carpeted or tiled.
- Tasks are typically performed independently but may also involve collaboration with individuals or small teams.

EQUIPMENT, TOOLS, AND MATERIALS

- Regular use of standard office equipment including computer, telephone, calculator, fax machine, and copier.
- Utilizes various field tools such as GPS units and basic gardening and farming tools.
- Handles a variety of documents, reports, and paper-based materials in the course of daily responsibilities.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.