

REGIONAL PRESERVATION PROGRAM COORDINATOR

State Agriculture Development Committee (SADC)

Salary Range: \$70,000 - \$80,000

UNCLASSIFIED

DEFINITION:

Under the direction of the SADC Chief of Acquisitions or other supervisor, manages and coordinates farmland preservation initiatives, outreach and acquisitions through multiple funding programs and multiple partners including counties, municipalities, non-profit entities and landowners. Coordinates with SADC planning staff and State Transfer of Development Rights (TDR) Bank Board efforts to promote and advance regional conservation planning initiatives in Southern New Jersey.

Note: This position will concentrate primarily on farmland preservation opportunities in Southern New Jersey from Burlington County southward. The successful candidate will be based from SADC's main office in Trenton, but will be required to commit extensive time during days and nights working in Southern New Jersey.

EXAMPLES OF WORK:

Develops a full working knowledge of and expertise in all SADC-related statutes, regulations, policies and procedures through one-on-one interaction with SADC staff, meetings, verbal and written correspondence, guidance documents, digital resources and all other sources available.

Develops and maintains positive working relationships with county agriculture development boards, their professional advisors and staff, municipalities, private non-profit entities, and landowners and their attorneys.

Proactively identifies areas where representatives of county agriculture development boards, municipalities, private non profit entities need additional guidance and assistance in order to successfully acquire farmland preservation easements and provides that guidance through all appropriate means available.

In a timely and cooperative manner, actively works with SADC staff, staff and advisors to county agriculture development boards, municipalities, private non-profit entities, and landowners and their attorneys by phone, in person or in writing to expeditiously process and close farmland preservation transactions and achieve state program goals.

Explores, evaluates and identifies potential for strategic farmland preservation projects in coordination with county agriculture development boards, municipalities, private non profit entities, and attorneys and landowners by phone, in person and/or in writing.

Develops and implements strategies leading to the successful acquisition of farmland easements for targeted properties and their conveyance to public or private agencies.

Identifies, understands, coordinates and obtains multiple funding sources to suit specific project needs.

Prepares and oversees the preparation of reports and correspondence containing findings, conclusions, and recommendations concerning acquisition projects and/or other related projects to inform agency management and other government agencies and individuals.

Speaks at public meetings/conferences as needed.

Coordinates with program manager or other supervisor to ensure that requested and required work assignments are completed for presentation to the State Agriculture Development Committee and that SADC actions are properly implemented in a timely manner.

Coordinates the review and preparation of resolutions, correspondence and recommendations for activities related to easement purchase, direct easement purchase, fee simple purchase, non-profit easement/fee simple purchase.

Performs and coordinates the review of closing documents on farms selected for development easement purchase, direct easement purchase, fee simple purchase, non-profit easement/fee simple purchase and planning incentive grant easement purchase acquisitions.

Performs or oversees inspections of farms for evaluation, monitoring and maintenance purposes.

Attends SADC, County Agriculture Development Board, municipal and other State, Federal or local agency meetings as required.

Edits and proofreads legal documents including option agreements and contracts for the purchase of development rights and/or fee simple purchase of farmland directly relating to projects in their area.

Maintains and organizes information related to specific projects in appropriate file form to ensure ready accessibility to such information and retrieves such information on request.

May assist and direct clerical and other support personnel when directly related to the functions being performed.

Reviews title work, surveys, deeds of easement, and all other relevant closing documents to ensure that landowners have clear title to and can convey development easements in compliance with agency statutes, rules and approvals so that the SADC can provide a cost share grant to counties, municipalities and non-profit entities or purchase development rights or farmland in fee simple title directly from landowners.

Closely monitors the progress of adopted and proposed TDR programs within the region.

Communicates and meets with officials from local, county, regional or state entities to facilitate preservation of farmland in a manner compatible with TDR implementation.

Coordinates with TDR Bank Board staff to identify and evaluate lands suitable for inclusion in proposed TDR programs.

Contributes to developing and drafting TDR related documents and presentations as necessary.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree

EXPERIENCE:

A minimum of three (3) years of direct transactional acquisition experience in farmland and/or open space easement acquisition with a public or private entity in the State of New Jersey; or

A minimum of five (5) years of direct transactional acquisition experience in farmland and/or open space easement acquisition with a public or private entity not in the State of New Jersey; or

A minimum of six (6) years of direct real estate transactional acquisition experience for a public or private entity in the State of New Jersey; or

LICENSE:

Appointees will be required to possess a driver's license valid in NJ. American Institute of Certified Planners (AICP) and NJ Professional Planning License considered positive factors.

KNOWLEDGE AND ABILITIES:

Knowledge of statutes, operating policies, and procedures of the SADC programs. Ability to comprehend, interpret and apply same.

Knowledge of soil and use capabilities of farmlands.

Knowledge of the operation, organization, and interrelationships of public/private agencies involved in or affecting agriculture and agricultural land preservation in the State of New Jersey.

Knowledge and ability to understand the appraisal process used in support of farmland preservation.

Ability to review documents to ensure accurate and timely processing.

Ability to prepare clear, sound, technically accurate, and informative, reports and articles containing findings, conclusions, and recommendations.

Ability to develop, organize, and carry out effective work methods in coordination with other government and private agencies.

Ability to evaluate and determine land suitability for inclusion in an agricultural retention program.

Ability to review, recommend, revise, and develop policies/procedures related to agricultural resource management and acquisition of farmland easements.

Ability to work cooperatively and communicate effectively with individuals, groups, and agencies concerned with agricultural land management and preservation.

Ability to participate at meetings, conferences, or work sessions dealing with agricultural land management and preservation.

Ability to maintain highly organized records and files.

Excellent communication and interpersonal skills required to interact with SADC staff and management, staffs of county agriculture development boards, municipalities, private non profit entities, and attorneys and landowners and their attorneys agencies on a daily basis.

Ability to communicate ideas in written form in a clear, concise and accurate manner.

Strong organizational skills and attention to detail required handling large volumes of work associated with each real estate transaction, and ability to work in a fast paced environment.

Ability to understand and explain complexities and uses of pertinent policies and rules governing the SADC.

Ability to read and understand legal descriptions, title reports, mortgages, other lien and title documents, and other relevant documents associated with a real estate closing.

Familiarity with title company forms, preliminary title searches, endorsements, easement descriptions, surveys and survey descriptions, liens and recorded judgments, policies of title insurance, mortgages, deeds and other instruments of record.

Ability to prepare correspondence as required in the course of official duties.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to utilize Word and Excel with above average proficiency.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

