



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation.

JOB DESCRIPTION

POSITION: Permits Supervisor

STATUS: Hourly, Non-Exempt, Full-Time

DEPT: Property Management

REPORTS TO: Director of Property Management

DATE: December 2021

POSITION SUMMARY:

This position is responsible for supporting property management operations in a manner that delivers efficient and profitable programs relating to property leases, interior access/road permits, hunting permits, safety programs and other areas as necessary. This role will manage the day-to-day execution and reporting requirements for these areas. The incumbent is also responsible for maintaining and updating permit tracking information, systems, completing various administrative functions, and providing miscellaneous departmental support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the permit programs for interior access, roads and hunting.
- Maintain databases and files for permit programs.
- Track and provide reporting for all permit programs.
- Manage gate access including key card, fob issuance, gate updates and operational needs/repairs as necessary.
- Prepare inspection reports for property leases.
- Implement problem solving skills and know when to escalate issues.
- Provide external stakeholders with general information concerning the organization's purpose and how permit processes support the mission.
- Ability to follow and enforce Conservancy policy with attention to detail and complexity.
- Assist with special projects as necessary.
- Flexibility with schedule and location changes.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. An ideal candidate will possess a substantial combination of all these requirements and have excellent communication skills. The successful candidate must demonstrate a positive attitude with general public, conservancy partners and internal staff. This role requires the ability to work well with other Conservancy stakeholders in a team environment. Reasonable accommodations may be made to enable individuals with disabilities to perform with essential functions.

EDUCATION/EXPERIENCE/SKILLS

High school diploma or GED required.

- Positive and welcoming attitude.
- Exceptional people skills that allow for firm interactions but also create a sense of comfort and leave stakeholders with a positive experience.
- Strong personal communication skills and basic technical skills including basic computer office programs (Word, Excel, Outlook and Email).
- Prior experience with system / database management, preferred.



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- Excellent organizational and multi-tasking skills.
- Valid CA Driver's License

WORK ENVIRONMENT/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. This position involves functioning in an office environment and using office equipment, including but not limited to, a computer, adding machine, postage machine, two-way radio, and copy machine. The employee must occasionally lift up to 35 pounds. Prolonged period of standing required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Permits area is located on the first floor of Conservancy House, which is accessible by wheelchair, has moderate to high noise levels and is a non-smoking environment.

Candidate must be willing to live and work on Catalina Island.

This position description is intended to reflect typical responsibilities and tasks for the individual filling the position of Permits Supervisor. Actual tasks and responsibilities may vary and change over time. The Conservancy is an "at will" employer offering equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin or disability (within the physical parameters defined in this position description and those associated with remote island living). Any offer of employment contingent upon verification of individual's eligibility for employment in the United States.