



2776 Sullivan Road
Sebastopol, CA 95472

707.823.5244
www.GoldRidgeRCD.org

Job Opportunity: Project Manager II (Watershed Habitat Restoration and Fisheries Monitoring)

Employer: Gold Ridge Resource Conservation District

Work Location: Main office in Sebastopol, Sonoma County, California, with option for partial remote work; field work throughout Sonoma County.

Status: Non-Exempt/ 0.8-1.0 FTE (32-40 hours/week) including some evening and weekend hours.

Compensation: Starting pay rate \$40.00/hour-\$45.02/hour, (annual salary for 40hrs/wk \$83,200 - \$93,642)

Posting Date: May 11, 2023

Closing Date: June 9, 2023 at 5:00PM PST

Start Date: Flexible, preference before or on July, 1 2023

Organizational Background

Resource Conservation Districts (RCDs) are non-regulatory, local government entities organized under state law and empowered to manage soil, water, fish, and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. RCDs have staff with expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, and fundraising, and are governed by Boards of Directors that are local landowners.

The Project Manager II is responsible for the successful completion of project activities relating to fish and wildlife habitat, watershed restoration, water conservation, climate resiliency, or other natural resource conservation projects the RCD may undertake, as well as developing and maintaining strong strategic partnerships and funding programs for all watersheds in the RCD.

Position Summary

The Project Manager II position offers an exciting opportunity to participate in meaningful and impactful conservation work in some of California's most beautiful landscapes. The successful applicant will work among a dynamic team of professionals, including licensed engineers, certified professionals in planning, registered professional foresters, biologists, geomorphologists, grant writers and lovely humans. The individual will work on a variety of projects in pursuit of multiple resource goals including wildlife habitat restoration and enhancement (with a focus on salmonid recovery), streamflow augmentation, watershed restoration, and drought and fire resilience. They will act both as lead staff on their own managed projects and as a team member, providing support, advice and feedback to other staff.

While we anticipate the position's role to evolve over time, initial duties will primarily involve salmonid population monitoring using Passive Integrated Transponder (PIT) tag antenna technology and field surveys, wet/dry mapping and salmonid surveys, and water release/streamflow monitoring. The ideal candidate will have significant experience in biological monitoring and data analysis and interpretation in relation to instream habitat conditions, along with using the associated equipment and interfacing with agency partners and landowners. Additionally, we anticipate the position to assume responsibility for managing several grants, which will include subcontractor management, invoicing and reporting, and coordination with relevant RCD staff, funding and permitting agency staff, partners, consultants, and subcontractors.

Essential Functions

Under direction of the Program Manager/Lead Scientist, the Project Manager II will:

- Take a lead role in evaluating the status of species of concern within District watersheds (primarily listed salmonids), including developing and implementing evaluation protocols, collecting and analyzing scientific data, preparing data summaries and reports.
- Work closely with the Program Manager and partners to guide conservation project planning and development and oversee project implementation.
- Work with the Executive Director and Program Manager to build and maintain strong strategic partnerships with county, state and federal resource agency staff, and other relevant organizations.
- Work with the Deputy Director and Lead Scientist/Program Manager, as needed, to research grants and write proposals, foster relationships with potential funders, and develop fee(s) for service contracts.
- Review proposed projects for compliance with environmental, code and safety regulations, and prepare or delegate the preparation of required local, state, and federal permit applications. Ensure project compliance with environmental permit terms during and following construction.
- Assume project management role for a federal multi-million, multi-project watershed enhancement planning and construction implementation grant.
- Interpret and explain plans and contract terms to landowners, administrative staff, workers, and project partners.
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with architects, consultants, landowners, suppliers, and subcontractors.
- Represent and promote the RCD within the community. Participate in technical presentations and workshops.
- Supervision of other staff's participation in meeting project goals.

Please note this job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as directed by management.

Minimum Qualifications:

Education:

- Bachelor's degree from an accredited college in relevant field or significant equivalent work experience.

Experience:

- At least three years equivalent work experience in wildlife biology and/or environmental restoration.

Knowledge, Skills and Abilities:

- Demonstrated knowledge of:
 - Principles of wildlife biology, with an emphasis on fisheries.
 - Restoration implementation project oversight.
 - Data analysis, interpretation, and reporting.
 - Resource management principles, practices and methods of planning, design, construction and maintenance of resource-related projects.
 - Contract administration methods and procedures.
 - Effective report writing requirements and techniques.
- Abilities and Skills:
 - Effective communication in English, both verbally and in written form, sufficient to convey information and instructions to the public, colleagues, and Board members.
 - Coordination with a diverse range of people, establishing cooperative working relationships.
 - Strong project management, problem-solving, and decision-making skills.
 - Proficiency in MS Office applications.

Required License(s) or Certifications:

- Possession of a valid California Driver License – Class C,
- Personal automobile
- Proof of auto insurance

(CA Driver License, a working vehicle, and auto insurance are required at time of hire and must be maintained throughout employment.)

Additional Desired Qualifications:

- Demonstrated knowledge of field monitoring equipment and protocols, such as operation of Passive Integrated Transponder (PIT) tag technology and handheld GIS and data entry devices and programs.
- Experience with environmental permitting and review processes including CEQA, NEPA, DFW LSAA, Army Corps 404/RWQCB 401, etc.
- Proficiency in ArcGIS.
- Experience in California Rapid Assessment Method (CRAM) for wetland monitoring.
- Permit coverage to oversee protected species relocations, such as listed salmonids, CA freshwater shrimp, CA red-legged frog, and CA tiger salamander.
- Demonstrated experience writing successful grant proposals.

Supplemental Information:

- The work schedule is flexible, although will frequently require coordination with other staff or project partners, or will be dictated by field/weather conditions. Occasional commitments on weekday evenings and weekends may be necessary to attend community events, meetings, and conferences.
- The Project Manager II position can be a flexible 32-40 hours a week.
- Must be at least 18 years of age at the time of employment.

Work Environment

Work is performed in an indoor/outdoor setting to include:

- Field settings that include various terrains, including work in flowing streams, dense vegetation (with possible exposure to poison oak, ticks, and mosquitos); and hot, cold, and/or wet conditions.
- A professional office environment in a rural location not easily accessible by public transportation.
- Partial remote work is optional as work responsibilities allow.

Physical Requirements

Ability to frequently remain in a stationary position; operate a computer and other standard office equipment; visual capacity to review and edit documents; converse by telephone and in person. Frequent bending, walking in steep off trail locations, lifting up to 30 lbs., and grasping. Ability to work on rugged or uneven terrain in all weather conditions. Driving required for local travel.

Compensation/Benefits

The starting pay rate for this position is \$40.00/hour-\$45.02/hour, depending on experience. The incumbent will be eligible for enrollment in the RCD group health insurance and dental/vision plan with an annual employer contribution equivalent to 100% employee-only coverage for full time employees, of an RCD selected medical plan. After 1000 hours of work employees will also be enrolled in a RCD sponsored retirement plan through CalPERS and can enroll in an optional Nationwide 457b retirement account. Additional benefits include 104 paid-time-off hours equal to 13 days which accrue uniformly throughout the year, and 11 paid holidays.

How to Apply

Please submit cover letter, resume, and three references to Support@goldridgercd.org with the title "Project Manager II" in the subject line. **Applications must be received no later than 5:00 PM Pacific Standard Time on June 9th, 2023. No phone calls please.**

The Gold Ridge Resource Conservation District is an equal opportunity employer. Employment is based on qualifications and competency. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.