

JOB OPPORTUNITY

Sloughhouse Resource Conservation District

Position: Part-Time Natural Resources Specialist

Work Location: Home office, with meetings in Sloughhouse, CA and throughout Sacramento County.

Estimated Start Date: February/March 2019

POSITION SUMMARY

The **Sloughhouse Resource Conservation District** (SRCD) has a dual responsibility in the community it serves, which includes Wilton and parts of Herald, Rancho Murieta, and surrounding unincorporated areas. The SRCD has historically provided technical resources to local landowners. This has included the preparation of the Cosumnes Watershed Assessment, information on irrigation efficiency and grant opportunities, tools to prevent backflow of irrigation systems, levee repairs, and other work that promotes the wise use of soil and water resources. More recently, the SRCD has assumed the role of a **Groundwater Sustainability Agency** (GSA). The SRCD works in tandem with five other regional GSAs in the Cosumnes Sub-basin to prepare a **Groundwater Sustainability Plan** (GSP) as required by the **Sustainable Groundwater Management Act** (SGMA). This work involves working with consultants to collect groundwater data for the region, conduct outreach and educational activities, and other related tasks. In the future, the SRCD and its partners will be reviewing steps that are needed to achieve a sustainable yield of groundwater.

The Natural Resources Specialist will assist the Board of Directors of the SRCD in completing these tasks. This will include District administrative tasks and technical work including interactions with agricultural operators, the **Natural Resource Conservation Service** (NRCS), stakeholders, partners, and other GSAs in the Cosumnes Sub-basin.

ESSENTIAL FUNCTIONS

Be responsible for all District administrative tasks. These tasks include but are not limited to: monthly bookkeeping, annual budget development, contract management, filing required state and county reporting documents.

Attend and take notes at the monthly SRCD Board meetings. Prepare minutes and a more detailed summary of these meetings and action items. Manage phone calls and correspondence (e-mail, letters, packages etc.)

Serve as a liaison to the Elk Grove office of the NRCS by helping disseminate information about loans, new programs, and new information about soil and water conservation practices.

Interact with the SRCD attorneys; serve as a Board liaison as needed.

Work with the Board, partners, and constituents to develop projects and programs. Research and develop funding mechanisms for District projects and programs.

Work with the Board, partners, and constituents implement Board policies.

Work with the Board to implement the SGMA. Attend one or more monthly meeting with other GSAs and present a summary of these meetings at Board meetings. Works with consultants preparing the Cosumnes Groundwater Sustainability Plan. This could include, but is not limited to:

- Helping to organize and participate in local outreach and educational efforts,
- Working with local landowners and other stakeholders to facilitate the collection of groundwater data,
- Assisting with intra and interbasin coordination,
- Supporting the Board in evaluating and summarizing reports from the consultants,
- Maintaining accurate records of meetings and actions associated with the development of the GSP.

Assist in the development and maintenance of a new website for the SRCD. Work with the consultant and other Board members to launch and help maintain the SRCD website. Assist with the preparation of content, reply to inquiries, and help maintain the security of the site.

QUALIFICATIONS

Bachelor's degree **or equivalent working experience** in a natural resource/environmental, water resources, or agricultural production/sciences field. Two years of volunteer, part-time, or full time professional experiences applying this knowledge on the job.

Ability to assist in the collection of environmental data, maintain cooperative relations and effective communications with local governments, non-profits, other groundwater sustainability agencies, consultants, and all persons contacted.

Ability to write clear, complete, and technically accurate minutes, reports, and documents.

Working knowledge of commonly used business and environmental software.

The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

WORKING CONDITIONS

The Specialist will work at his/her home. Hours are generally normal business hours, although on rare occasions, he/she will be required to work on weekends or after hours. Staff must have their own vehicle. The position is 50% time, which may increase to 100% time should workload increase.

Starting salary **\$30- 35/hour** (50% time) plus health benefits. Salary subject to experience.

HOW TO APPLY

Please submit cover letter, resume, salary requirements, and three references to Emily-Sutherland@CARCD.org with the title "SRCD Natural Resource Specialist" in the subject line. This position will remain open until filled. To be considered with the first round of applications, please submit materials no later than 5:00 PM Pacific Standard Time on February 15, 2018. No phone calls please.

California Association of Resource Conservation Districts is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.