**JOB OPPORTUNITY**
Conservation Project Manager (forestry emphasis)

2/26/2020

**BACKGROUND**
Located in beautiful Placer County, the Placer Resource Conservation District (District) is seeking applicants for the full-time position of Conservation Project Manager. Resource Conservation Districts (RCDs) across California serve as local hubs for conservation, connecting people with the technical, financial and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to protect, restore, and enhance natural resources on private and public lands.

**POSITION**
The District is seeking a new team member to manage projects to improve wildfire resiliency and forest health, including vegetation management for defensible space for properties, and to coordinate with local Fire Safe Councils, Firewise Communities and the Fire Alliance for Placer County. The position is a full-time, non-exempt role, working approximately 40 hours per week. It is grant dependent, currently funded through 2021 with the intent to secure ongoing funding. The position may manage projects in other natural resource areas as needed. The position will report to the District Manager/Executive Director and will work with other staff as needed to ensure the successful implementation of projects. The position will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

**SUPERVISORY RESPONSIBILITIES**
This position has no supervisory duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
- Collaborate with partners and stakeholders to develop, fund and implement forest health and fuels reduction and other projects as needed such as defensible space for emergency access/egress routes; strategic fuel breaks; prescribed burning; forest stand improvement and invasive species removal and revegetation
- Manage contracts with funders, consultants and subcontractors
- Manage budgets, invoicing and reporting
- Manage communications between project partners and stakeholders
- Coordinate with project partners and consultants to develop environmental documentation and permits
- Coordinate the development of project designs and logistics for project implementation
- Provide oversight of implementation activities, including photo and biological monitoring
- Assist staff on other projects as appropriate
- Respond to landowner requests for technical assistance as appropriate
• Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies
• Grant management - writing, reporting and meeting grant deliverables

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful applicants will “wear many hats” at the RCD. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Minimum Education/Experience
• Bachelor’s degree or equivalent experience (4 or more years of professional experience) with focus in forestry, environmental studies, natural sciences, natural resource management, watershed science, conservation planning, or related field
• Experience developing, planning, implementing and monitoring environmental conservation and restoration projects

Knowledge and Skills
• Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, natural resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology
• Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
• Strong computer skills, including Word and Excel
• Highly organized and motivated self-starter with the ability to prioritize
• Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn

Required Licenses, Registrations, etc.
• Valid California driver’s license, clean driving record, and current auto insurance

Desired qualifications
• Proficiency with ArcGIS and GPS
• Familiarity with local threatened and endangered species, including habitat needs and legal protections
• Familiarity with local, state, and federal permits required for restoration projects
• Experience working with fire safe councils, watershed groups or other conservation groups
• Registered Professional Forester or related certification/experience

Physical and Emotional Demands
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.
While performing the duties of this job, the employee is required to:

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<tr>
<th>Action</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Sit</td>
<td>V</td>
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<tr>
<td>Use keyboard</td>
<td>V</td>
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<td>Stoop, kneel, crouch or crawl</td>
<td>F</td>
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<tr>
<td>Hear</td>
<td>V</td>
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<tr>
<td>Stand</td>
<td>V</td>
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<tr>
<td>Use hands to feel</td>
<td>V</td>
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<tr>
<td>Climb or balance</td>
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<tr>
<td>Talk</td>
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<td>Walk</td>
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<td>Reach with hands/arms</td>
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This work may include climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc. during all seasons.

Must occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to travel with luggage and be able to transport materials and personal overnight supplies. The noise level in the work environment can range from very quiet to very noisy.

**COMPENSATION**
Financial compensation will be commensurate with applicable experience, ranging from $55,000 to $69,000 annually ($26.44/hour to $33.17/hour). Benefits include health, dental and vision plans, paid vacation and sick time, and Calpers retirement plans.

**APPLICATION INFORMATION**
To apply, email a cover letter, resume and three or more references to Sarah Jones: sarah@placerrcd.org. Applications will be accepted through March 20, 2020. The District is an equal opportunity employer. Candidates reflecting the social and cultural diversity of California are strongly encouraged to apply.