



2776 Sullivan Road
Sebastopol, CA 95472

707.823.5244
www.GoldRidgeRCD.org

Job Opportunity: Conservation Project Manager

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 \$36.00/hour-\$40.00/hour, depending on experience

Posting Date: October 5, 2021

Start Date: Flexible

Organizational Background

Resource Conservation Districts (RCDs) are non-regulatory, local government entities organized under state law and public resource agencies with no enforcement or regulatory function. 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 Conservation Project Manager is responsible for the successful completion of projects relating to climate resiliency, soil health, watershed restoration, water conservation, agricultural best management practices, fisheries, wildlife, 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 District.

Position Summary

The Conservation Project Manager position offers an exciting opportunity to participate in meaningful and impactful conservation work in some of California's most beautiful landscapes. They 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 such as water quality, wildlife habitat, drought and fire resilience, soil health, and climate-beneficial farming. They will act both as lead staff on their own managed projects and as a team member, providing advice, feedback, and support to other staff.

Essential Functions

In conjunction with the Program Manager, develop and/or maintain a strategy that will result in the funding of programs for all watersheds within the District.

- Work closely with the Program Manager to oversee and evaluate project management implementation as well as providing guidance to and conducting audits of project management staff.

- 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 Program Manager, as needed, to research grants, develop fee for service contracts, and foster relationships with potential funders.
- Assume project management roles and responsibilities as needed.
- Represent and promote the RCD within the community. Participate in technical presentations and workshops.
- Prepare or delegate the preparation of all required local, state and federal permits.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations. Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or RCD.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Requisition supplies and materials to complete construction projects.
- Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.

Please note this job description is not designed 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.

Desired Qualifications

- Bachelor's degree from an accredited college in relevant field or equivalent work experience.
- Experience in environmental restoration and/or agricultural engineering, including construction oversight.
- Demonstrated knowledge of:
 - Resource management principles, practices and methods of planning, design, construction and maintenance of resource-related projects;
 - Principles, practices, and methods of design for water conveyance and storage systems;
 - Environmental review process including CEQA and NEPA requirements and permitting;
 - County and municipal government agency policies and procedures;
 - Contract administration methods and procedures;
 - Effective report writing requirements and techniques.
- Proficiency in ArcGIS and MS Office.
- Experience working with public, agricultural, and private landowners and land managers.
- Ability to communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public, colleagues, and Board members.
- Ability to work effectively with a diverse range of people, establishing cooperative working relationships.
- Strong project management, problem-solving, and decision-making skills.
- Flexible hours required, including some weekday nights and weekends, to attend community events, meetings, and conferences.
- Must be at least 18 years of age at the time of employment.
- A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

Work Environment

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

- Field settings that include various terrains, dense vegetation (with possible exposure poison oak, ticks, and mosquitos), and hot, cold, and wet conditions.
- A professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets.

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, 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 \$36.00/hour-\$40.00/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 of an RCD selected medical plan. After 1000 hours of work employees will also be enrolled in a RCD sponsored retirement plan through CalPERS. 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 Brittany@goldridgercd.org with the title "Conservation Project Manager" in the subject line. **Applications must be received no later than 5:00 PM Pacific Standard Time on November 7, 2021. No phone calls please.**

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.