



---

**Gold Ridge Resource Conservation District**  
**P.O. Box 1064 – Occidental, CA 95465 – Phone (707) 874-2907 – Fax (707) 874-9607**

January 25, 2010

**Position Title: *Water Resources Coordinator***  
***Please submit résumé by February 15<sup>th</sup>, 2010***

**Organization Background:**

Established in 1941, the Gold Ridge RCD has been a leader in promoting the stewardship of natural resources in western Sonoma County. Since its establishment, the RCD has been providing educational, technical, and funding support to landowners in the following watersheds: Salmon Creek, Estero Americano, Dutch Bill Creek, Atascadero Creek, Green Valley Creek, Laguna de Santa Rosa, Willow Creek, and other associated tributaries to the Russian River. The Gold Ridge Resource Conservation District has been awarded the Environmental Protection Agency's (EPA) 2009 Environmental Achievement Award for outstanding efforts to promoting voluntary incentive based watershed management and was named by the California Association of Conservation Districts as the 2009 District of the Year. Similarly, the Gold Ridge RCD is the recipient of the 2008 National Association of Conservation District's (NACD) award for Successful Collaborative Partnerships for the entire Pacific Region.

**Position Description:**

The Gold Ridge Resource Conservation District is currently seeking applications for a highly motivated **Water Resources Coordinator** to be the lead on the RCD's water quality monitoring program in four of the district watersheds (including data entry and reporting), to coordinate with other RCD staff in the development of an outreach program designed to increase public awareness (locally, regionally and nationally) about the role water conservation plays in restoring fish populations in western Sonoma County, and to work with RCD lead staff in program development. This position requires field work. The incumbent must be able to hike or walk in rugged or steep terrain, lift a minimum of 20 lbs, and be physically capable and willing to perform native plant maintenance tasks as required in hot weather.

Other responsibilities may include writing grant proposals and reports, presenting at educational and training events and working collaboratively with partner organizations and agencies to provide input on technical documents and reports.

**Required Qualifications:**

- Bachelor's degree in the natural sciences or a related field with course work in soil science, hydrology or conservation planning.
- Knowledge of water quality science (including SWAMP and associated protocols). The incumbent will serve as lead staff responsible for overseeing all work related to the RCDs established water quality monitoring program. Some training will be provided to familiarize new staff with RCD procedures.
- At least two years of grant or project management experience.
- Familiarity with salmonid habitat requirements and stream restoration practices
- Desire to embrace and achieve the mission of the RCD: to provide technical assistance and educational programs to landowners, helping them to *voluntarily* conserve natural resources.



- 
- Ability to exercise professional judgment in the planning, design and implementation of conservation projects and take initiative in fulfilling programmatic and grant related obligations.
  - Excellent oral and written communication skills, organizational skills and multi-tasking ability.
  - **Highly motivated and self directing and the ability to independently prioritize and coordinate a full workload.**
  - Proven ability to work independently and as part of a team.

#### **Desired Qualifications**

- Three or more years professional experience – preferably with project management experience
- Experience engaging and collaborating with diverse groups and stakeholders, including rural residential landowners, agricultural landowners and industry representatives, researchers, nonprofits, and public agencies.
- Proficiency with ArcGIS and GPS.
- Knowledge of water conservation efficiency practices (including rainwater catchment), hydrology, stormwater runoff, and/or native plant and animal communities.
- Ability to identify circumstances and obtain permits for projects that have a nexus with the regulatory authority of local, state or federal agencies
- Knowledge of Sonoma Counties native plants and animals.

**Position Information:** The Water Resources Coordinator position is full -time based on a flexible Monday through Friday daytime schedule (40 hours/week). Job related travel is required and some weekend and overnight travel may be necessary. Approved travel expenses incurred while conducting official RCD business will be paid on a reimbursable basis at the current federal rate. A valid California driver's license and proof of insurance is required.

**Compensation:** Financial compensation will be commensurate with applicable experience. The incumbent will be eligible for enrollment in the RCD group health and dental insurance plan with an annual employer contribution equal to 100% employee and dependent coverage of an RCD selected medical and dental plan. Additional benefits include 2 weeks paid vacation and 12 days of paid sick leave which accrue uniformly throughout the year, and 13 paid holidays (including 1 floating holiday) for full time employees.

**Application Procedures:** Applicants must submit a letter of interest, resume, salary history and contact information for at least 3 professional references by February 15<sup>th</sup>, 2010 to:

Gold Ridge Resource Conservation District,  
Attn: Brittany Heck  
PO Box 1064 Occidental, CA 95465  
OR[brittany@goldridgercd.org](mailto:brittany@goldridgercd.org)