



CONSERVATION PROGRAM MANAGER POSITION DESCRIPTION

Employer: Marin Resource Conservation District
Work Location: Point Reyes Station, Marin County,
California Position: Full Time

Our Mission

To conserve and enhance Marin's natural resources, including soil, water, vegetation and wildlife. It is our belief that the health of the county's natural landscape is dependent upon a robust agricultural economy and the active preservation of our agricultural heritage. In addition, it is our firm conviction that the agricultural productivity of the county is dependent upon by the diligent application of practices which conserve and enhance our natural resources. The benefits of our program extend from individual landowners, to the immediate community and the public at large.

Position

Seeking highly motivated and creative Conservation Program Manager dedicated to the successful planning, permitting and implementation of conservation projects and programs on private lands. Eager to provide skill set that will contribute to excellence.

Reward

Work with and contribute to dedicated environmental agricultural producers and a Special District of the State of California with an established and recognized track record of innovative projects.

DUTIES

The following job duties represent primary job expectations with expected time equivalents.

- 1) PROGRAM MANAGEMENT: 45%
 - a) Manage programs with budgets totaling over \$1 million dollars.
 - b) Coordinate with local, state and federal agencies and organizations in program development and implementation. Promote contacts and positive relationships between agencies and District.
 - c) Coordinate with private landowners in making sound environmental improvements.
 - d) Coordinate with RCD staff, consultants and construction contractors in the development of projects.
 - e) Adhere to contract funding terms and conditions.
 - f) Resolve complex conservation program problems related to the development of planning activities.
 - g) Assist in environmental review and the development of CEQA compliance, permit documentation, applications and adherence to permit conditions.
 - h) Develop, and monitor adherence to, program budgets.
 - i) Arrange and coordinate monthly partner agency team meetings to coordinate

the implementation of programs.

- 2) PROJECT MANAGEMENT 15%
 - a) Capable of managing a project with a budget over \$2.5 million.
 - b) Manage individual implementation projects taken on by Marin RCD outside of programs.
 - c) Manage outside contractors and implementation crews for successful completion of projects. Write specifications for contractors for projects, develop budgets, monitor performance, inspect for design adherence. Adhere to District policies and procedures and applicable state and federal laws.
 - d) Follow bidding procedures, arrange bid tours and arrange authorization of construction invoices.
 - e) Monitor progress of project, inspecting for design adherence, directing activities of consultants and contractors and ensuring timelines are followed. Complete all project related administrative tasks, including creating and signing reports and invoices to funders.
 - f) Create all necessary reports and project-related administrative tasks.
 - g) Develop and negotiate Landowner Authorization Agreements.

- 3) GRANTS AND COOPERATIVE AGREEMENTS: With assistance from the District Manager: 10%
 - a) Design landowner assistance programs.
 - b) Seek and write grant proposals to fund projects.
 - c) Develop Grant Agreements for project work with agencies.

- 4) COMMUNICATION WITH BOARD AND STAFF: 15%
 - a) Report to Executive Director.
 - b) Work as a team with other RCD staff to carry out the mission of the District.
 - c) Prepare monthly progress reports on project activity to the Board to insure the Board is fully informed of project(s) status.
 - d) Prepare and present project materials and decision alternatives in preparation for public meetings so that Board may make informed program decisions.
 - e) Attend Board meetings regularly to present Action Items.

- 5) DISTRICT PLANNING: 5%
 - a) Assist Executive Director in preparation of long range plan, annual workplan and annual reports.
 - b) Assist Executive Director in new program development
 - c) Provide financial data to assist Executive Director and Bookkeeper in preparation of annual District budget.
 - d) Assist Executive Director in strategizing staff workload and budgets each fiscal year.

- 6) EDUCATION & OUTREACH ACTIVITIES: 5%
 - a) Represent and promote the District within the community at all times.
 - b) Participate in watershed and community groups as appropriate
 - c) Arrange educational activities (workshops, field tours, etc.).
 - d) Prepare and present educational materials (pamphlets, PowerPoint presentations etc.) at Board meetings, conferences and other appropriate forums..
 - e) Participate in outreach activities (producing press releases, making other media contacts, attending stakeholder meetings, etc.).
 - f) Prepare compelling written and visual content for annual report, publications, website, social media, and presentations.
 - g) Maintain the Marin RCD website.

- 7) OTHER: 5%
- a) Other duties as may be assigned by the District Manager.

QUALIFICATIONS

Applicants must possess the following skills to apply:

1. B.S., B.A., M.S. degree in Environmental Planning, Natural or Applied Sciences (e.g. Watershed Management) or equivalent education and experience. Knowledge of agriculture, rangeland management, weed management, GIS a plus.
2. Five years' experience working in the natural resources conservation field, in the execution of grants and contracts. Experience in the execution of Landowner Agreements a plus.
3. Significant experience with environmental compliance associated with restoration projects including CEQA compliance, 1600 Department of Fish and Game, 401 Regional Water Quality Control Board, 404 US Army Corps of Engineers.
4. Significant experience in the construction of projects including adherence to bidding procedures, prevailing wage requirements and budgets. Construction skills a plus.
5. Experience and knowledge in accessing funding sources, detailed grant writing, and contract creation and interpretation. Provide writing sample upon request.
6. Must possess demonstrated verbal and written communication skills to communicate with private landowners, private contractors, government agencies, general public, news media, and partner resource professionals. References required.
7. Valid California driver's license, clean driving record, automobile insurance.

SALARY AND BENEFITS:

Salary Range: \$78,104 – \$93,260

State of California Workers' Compensation Insurance, Social Security, 401K Retirement Package with employer match. This position receives all Marin County holidays. The District provides paid vacation, sick leave and medical benefits (health, dental and vision).

APPLICATION INFORMATION:

Please submit a cover letter and resume to Darrylin Mollath at Darrylin@marinrcd.org with "Conservation Program Manager" 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 May 23, 2019. Qualified applicants may be asked to submit additional information during the interview process.

The Marin RCD 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.