



Monitoring and GIS Manager POSITION DESCRIPTION

Employer: Marin Resource Conservation District (Marin RCD)

Work Location: Point Reyes Station, Marin County, CA, with option of partial remote work

Position: Full Time

Annual Salary: \$75,000 - 85,000 plus benefits (see below)

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 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.

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.

Position & Duties

The key responsibility of the Monitoring and GIS Manager (MGIS Manager) is to coordinate the monitoring, data tracking, and mapping efforts of Marin RCD projects and programs. The MGIS Manager will be supervised by the Executive Director and will work closely with the Marin RCD Conservation and Carbon Farming Program Managers, in addition to a GIS consultant to: assess the organizations' monitoring needs, streamline data tracking systems, and perform field monitoring across programs and projects. The MGIS Manager will also assist with all stages of ecological project plans, designs, and implementation including creating maps (ArcGIS Pro and ArcGIS Online) and writing reports that communicate the work of Marin RCD to land managers, partner agencies and organizations, funders, and the public. Although a strong foundation of GIS skills is required, an environmental science or field-based background is ideal to inform the Manager's planning, designing, reporting, monitoring, and mapping work.

1. PLANNING AND DESIGN – 30%

- a) Collaborate with land managers, Program Managers, partners, and consultants to develop technical, NRCS-practice-based water quality designs and Carbon Farm Plans and designs which: improve water quality, biodiversity, and agricultural productivity; sequester carbon; and reduce GHG emissions. Perform all mapping, site evaluations, photo-documentation, etc.
- b) Complete project and site description documents for project ranking, Board packets, funder reports, etc. Develop maintenance and monitoring plans as needed for projects, following Marin RCD protocols and funder requirements.

- c) Collaborate with Program Managers to promote positive relationships among stakeholders including land managers, partner organizations and agencies, and the Tribe.
- d) Promote voluntary conservation practices to land managers; provide information on funding availability for conservation practices and projects; assist land managers with applications to various programs.

2. PROJECT MONITORING –30%

- a) Consult with Program Managers to assess project and program monitoring needs and build off existing systems (recently re-organized) to create streamlined monitoring systems across Marin RCD Programs.
- b) Develop and implement an internal project tracking ID system to use across all Marin RCD applications (including GIS, Excel, Project Tracker, and Quickbooks). Train and help other staff implement the new system.
- c) Research and obtain upgraded monitoring tools (tablet) and set up ESRI Field Maps, or similar application, to perform field monitoring. Work with the GIS consultant to develop efficient field collection workflow that syncs data with the existing GIS database.
- d) Develop resource objectives for individual restoration projects, perform final implementation inspections, and compile data for internal GIS database, external-facing Project Tracker database (<https://www.rcdprojects.org/>), and/or Point Reyes National Seashore internal database. Customize ArcPro attribute tables, Field Map fields, and Project Tracker to facilitate data collection and storage over time, with a mind for clarity, consistency, accuracy, and long-term reporting.
- e) Create and execute schedule for photo monitoring, baseline assessments (i.e. pre-restoration condition of plants, soils, riparian areas, wildlife on site), and design adherence inspections to meet permit mitigation and funder requirements.
- f) Evaluate pre and post project implementation, including baseline conditions, an inspection of plant survivability of carbon sequestration practices such as hedgerows, windbreaks, riparian systems and silvopastures and supporting practices such as fences and water developments. The Marin RCD Riparian Zone Monitoring Plan or other monitoring protocols may be followed.
- g) Conduct soil sampling following applicable protocols (CDFA, Point Blue, or others) and send samples to lab for analysis to inform carbon farm plans and/or meet implementation-funding requirements.

3. GEOGRAPHIC INFORMATION SYSTEMS – 25%

- a) Manage and oversee Marin RCD's GIS system including: collecting data as needed for all program monitoring requirements, tracking planned and implemented conservation practices across all Carbon Farm Plans and other Programs, and assisting in reporting data out to Marin RCD staff, Board, funders, and County, as needed. Work with Conservation and Carbon Farm Program Managers and GIS consultant to streamline systems.

- b) Provide technical support consisting of: drafting maps and technical documents for all stages of plans, designs, and implementation projects; designing and producing reports to assist with grant proposals and outside inquires; and developing methods for strategically mapping data to convey the goals, objectives, and completed work of District programs. Act as principle liaison to local, state and government agencies, organizations, and Tribes on mapping related matters. Work with partner agencies and organizations to align mapping/monitoring efforts in region (such as creating ArcGIS Online layers with local partners).
- c) Maintain GIS database including updating commonly used layers.
- d) Maintain organizational GIS Best Management Practices Document; inform new staff on protocols to ensure data consistency. Provide trainings to staff as necessary.
- e) Manage ESRI software including renewing licenses and setting up new users.
- f) Create and execute monitoring plan to document Carbon Farm Plan implementation in Marin. Acquire data for plans written by partners. Set up attribute fields for easy reporting on acres implemented and GHG benefits. Draw reports for grant applications, outreach materials, and reports to the County to inform progress on the Climate Action Plan.
- g) Work with GIS consultant to continue to build out and customize system, as needed.

4. DISTRICT DUTIES AND OUTREACH – 15%

- a) Report to Executive Director and work as a team with other RCD staff to carry out the mission of the District.
- b) Provide assistance as needed to the Conservation Program Manager, Carbon Farming Program Manager, and Executive Director to complete all necessary reports and project-related administrative tasks.
- c) Produce maps and reports summarizing completed and planned projects for grant proposals. Work with RCD staff to determine report and map inputs, then creatively synthesize data.
- d) Provide monthly progress reports on project activity to the Board to ensure the Board is informed of project(s) status. Work with Conservation and Carbon Farming Program Managers to make recommendations to the Board regarding project implementation.
- e) Represent and promote the District within the community at all times including: working with Program Managers to coordinate educational activities and participate in technical presentations, trainings, workshops, field tours, etc. Work with program staff to maintain Marin RCD's webpages (especially the Carbon Farming webpage: <https://www.marinrcd.org/carbon-farming/>) to provide resources for local land managers and the general public.
- f) Work with Marin RCD Staff to carry out diversity and inclusion efforts, including working with Justice, Equity, Diversity, and Inclusion (JEDI) consultant to improve equity and inclusivity within the District.

QUALIFICATIONS

This position requires the following skills:

1. B.S., B.A., and/or M.S. degree in Environmental Planning or Natural or Applied Sciences preferably wildlife biology, range, soil science, hydrology, animal science, agronomy, or forest ecology OR equivalent experience (please elaborate in your cover letter). Coursework in GIS, a plus.
2. 3+ years' experience working in the agricultural or natural resource conservation field.
3. 3+ years' experience with ESRI's ArcGIS Desktop or ArcGIS Pro software, related field applications (e.g. Field Maps or Survey 123), and data management. Experience using GIS for natural resource management. Strong technical capabilities in digitizing data, field collection, display/visualization, data management, and cartography. Provide examples of mapping project examples (.pdf) upon request.
4. Experience working in field-based settings, including on public and private working lands. This position is estimated to be about 30% field based.
5. Knowledge of Bay Area ecology, California native woody and grassland plants and wildlife, and/or NRCS Conservation Planning, a plus.
6. Exceptional attention to detail and problem-solving skills.
7. Capability to work productively in a collaborative team setting and independently. Ability to manage time effectively on multiple projects. Ability to be adaptive and flexible with changing task priorities.
8. Effective written and verbal communication skills—ability to communicate technical information to technical and non-technical clients and partners. Provide writing sample upon request.
9. Ability to communicate and work with a diverse range of people including with private landowners and land managers, private contractors, government agencies, Tribal staff and citizens, general public, news media, and partner resource professionals. Provide references upon request. Fluency in Spanish a plus.
10. Valid California driver's license, clean driving record, automobile insurance. Must be able to travel to office in Point Reyes Station weekly, and as needed for site visits. Access to a vehicle preferred.
11. Motivation to gain and develop new technical skills.

SALARY AND BENEFITS

Salary negotiable. \$75,000-\$85,000 plus benefits.

Benefits include: State of California Workers' Compensation Insurance, Social Security, 401K Retirement Package with 10% employer match. The District provides all Marin County holidays, paid vacation, sick leave, medical benefits (health, dental and vision), reimbursement for mileage to work-related site visits (IRS rate). Eligible for annual 3% raises and professional development stipend.

APPLICATION INFORMATION:

Please submit a cover letter and resume/CV to Darrylin Mollath at Darrylin@marinrcd.org with “Monitoring and GIS Manager” in the subject line. References should be available upon request. If you do not meet any of the qualifications above, we encourage you to still apply, and explain pertinent personal or professional experience in your cover letter.

This position will remain open until filled. To be considered in the first round of applications, please **submit materials no later than 5:00 PM Pacific Standard Time on May 22, 2022.**

Calls for interviews will occur by May 29, 2022. Interviews will be scheduled for the week of June 6, 2022. A final decision will be made by June 17, 2022, for a possible start date in June/July.

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.