



Amador Resource Conservation District
12200 B Airport Road, Jackson CA 95642

VACANCY ANNOUNCEMENT

NATURAL RESOURCE PROJECT MANAGER - TEMPORARY

The Amador Resource Conservation District (ARCD) is currently accepting applications for the position of Project Manager to provide natural resource technical assistance and project management.

The ARCD is a local district of government that provides assistance to private landowners to address natural resource concerns. The ARCD works closely with the Natural Resource Conservation Service (NRCS) and the Amador Fire Safe Council (AFSC). The ARCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a five-member, volunteer Board of Directors appointed by the Amador County Board of Supervisors. The ARCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the County.

The employee will work with the ARCD team and project partners to manage current ARCD and AFSC projects. This position will provide landowner technical assistance as well as project management support for the ARCD's and AFSC's Forest Health and Fire Prevention Program. The purpose of the work, which typically consists of professional and administrative assignments, is to advise and motivate individuals and organized groups of landowners to address resource concerns on their forestland or other agricultural land and assist with coordination on current forest health and fire prevention projects. This position will provide critical coordination and assistance on current and future projects that address forest health and fire prevention on single private properties as well as landscape scale projects. Coordination includes working with stakeholders, project partners, funding entities and ARCD team to plan and implement projects.

The Amador Resource Conservation District (ARCD) is seeking applications from an individual for an at-will employee to provide technical assistance to landowners. The position could be full- or part time depending on the candidate's interest. The position is a non-exempt temporary position, which is contingent upon available funding.

The position will be based at the USDA NRCS/ Amador RCD Office 12200 B Airport Road, Jackson CA.

Essential Duties and Responsibilities

- Collaborate with partners and stakeholders to develop, fund, and implement forest health and fuel reduction, and other projects as needed such as defensible space, strategic fuel breaks, prescribed burning, forest stand improvement, and invasive species removal and revegetation.
- Coordinate with FireWise Communities and other landowners in developing project proposals and garnering Right of Entries for project implementation.
- Perform day-to-day project management of projects and coordinate with project Registered Professional Forester.

- Manage contractors implementing forestry projects including large landscape scale strategic fuel breaks and ingress/egress projects.
- Manage contracts with funders, consultants, and subcontractors.
- Coordinate with the Finance Manager to manage project budgets, invoicing, and reporting.
- Manage communications between project partners and stakeholders.
- Coordinate with project partners and consultants to develop environmental documentation and permits.
- Assistance in the research and development/update of the Amador County Wildfire Protection Plan.
- Coordinate the development of project designs and logistics for project implementation.
- Assistance in the research and development of an internal and county-wide mapping system and monitoring protocol.
- Provide oversight of implementation activities, including photo and biological monitoring
- Grant writing and reporting
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation, and maintaining supplies.
- Facilitates cross-program learning and collaboration among staff, including attending staff meetings and other periodic cross-program learning and team building opportunities.

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 ARCD. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Education/Experience

- Bachelor’s degree with 3 or more years of professional experience with a focus in forestry, environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field
- Experience developing, planning, implementing, and monitoring environmental projects.
- Proficient in Microsoft Office, Google Suite, ArcGIS and GPS.

Knowledge and Skills

- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and restoration ecology.
- Will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.
- Excellent communication skills (including via Zoom), relationship building skills, superior writing skills, and public speaking ability.
- Demonstrated experience using spatial analysis software such as ArcGIS to create maps and documents and competency with current computer and tablet technologies, including MS Office and Zoom.

- Highly organized and motivated self-starter with the ability to prioritize daily and long-term objectives and meet deadlines.
- Physically able to work in the field (hiking, lifting, carrying supplies and equipment, planting, etc.) during all seasons and in all types of weather.
- Strong work ethic, the ability to work independently with minimum supervision, work cooperatively with diverse stakeholders, and take initiative.

Required Licenses, Registrations, etc.

- Valid California driver's license, clean driving record, and current auto insurance.

Desired Qualifications

- Familiarity with CEQA; NEPA; and local, state, and federal permits required for resource conservation and restoration projects.
- Knowledge of and technical expertise in Northern California forest ecosystems.
- Experience working on forestry, fire prevention and mitigation, or restoration projects.
- Experience working on large-scale planning and stakeholder engagement projects.

Employment Type:

Full or Part-time, at-will, temporary employee.

Employment would be temporary between August 2024- April 2025. If additional grant funding is awarded there is a potential that the position could become permanent at-will employee.

Wage

\$36.12/hour - \$46.11/hour based on demonstrated experience. Salary Range: \$75,130 – \$95,909 per year depending on experience; Benefits include paid vacation and sick leave.

Proposal Application and Submission:

Copies of this vacancy announcement are available on the Amador Resource Conservation District website at: www.AmadorRCD.org

Application Packet should include: Cover letter, resume, list of at least three work references, and your desired number of hours worked per week.

Electronic copies of the proposal package addressing all criteria **must be received by July 31st 2024 to be considered for the first round of interviews. Interviews will be conducted on a rolling basis until the position is filled.**

Proposals should be emailed to: Amanda@AmadorRCD.org

If you have further questions about this Vacancy, please contact Amanda Watson at (209) 217-1090 or Amanda@AmadorRCD.org