



Yolo County Resource Conservation District

221 West Court Street, Suite 1
Woodland, CA 95695

phone: (530) 661-1688
www.yolorcd.org

JOB ANNOUNCEMENT PROJECT MANAGER

Application opens May 21, 2024 and is open until filled.

ABOUT US

The Yolo County Resource Conservation District is a special district of the State of California that promotes land stewardship and is committed to conserving the natural resources of Yolo County by implementing on-the-ground, community-based projects that address evolving resource concerns. Yolo County RCD provides responsive, non-regulatory service to the community. We offer a dynamic, fast-paced and collaborative work environment with an incredible team of dedicated, passionate and highly skilled staff.

ABOUT THE POSITION

The Yolo County RCD currently has an opening for a Project Manager for our Putah-Cache Riparian Restoration Program. We are looking for a motivated individual to take the lead on the critical *Arundo donax* (arundo) treatment and habitat restoration activities within the waterways and creeks in the Putah-Cache Watershed in Yolo County.

The Project Manager will oversee contractors and project partners and also work alongside our experienced field team to conduct environmental compliance, monitoring, and follow up herbicide applications on numerous arundo patches treated in previous program years to ensure successful eradication. As Yolo County RCD is the program lead, the Project Manager will be the primary contact with the program's grant manager, and will be responsible for managing the program's multiple budgets, deliverables and subawards with other program partner organizations through existing subaward contracts. The Project Manager will be onboarded by existing staff, and will work closely with the Field Manager and report to the Executive Director. Other duties will include assisting other RCD Project Managers in implementing various conservation projects. Job duties include mapping, monitoring, and planting and weed management on several new and ongoing projects on public and private lands. Conservation practices being implemented include native grasslands, wildlife hedgerows, riparian and pollinator habitat, and native planting sites in working landscapes.

The person in this position must be civic-minded and enjoy interacting with diverse communities; work well independently and as part of a dynamic and collaborative team; and have strong time management and organization skills. Field/office work is split about 70/30 depending on the season. The ideal candidate will have experience using GIS and a working knowledge of basic restoration practices and experience operating equipment including weed whacker, ATV, herbicide application equipment, and pick-up truck pulling a trailer.

WORK HOURS

To perform assigned duties, the employee will be required to work primarily during the day, Monday through Friday. Occasionally, night and weekend work may be required and field days may sometimes extend beyond an 8-hour day. RCD staff may have virtual work days at the discretion of the Executive Director.

PRIMARY DUTIES & RESPONSIBILITIES

Ecosystem Restoration Project Management (70%)

- Oversee and implement all aspects of the Putah-Cache Riparian Restoration Program. Work includes a combination of project management responsibilities and vegetation management activities in the field.
- Project planning, reporting, and invoicing on 2-5 separate projects.
- Partner and subcontractor communication and coordination on projects.
- Purchase project supplies and materials and track project expenses in Excel.
- Operate work truck and trailers.
- Weed management activities will include, but are not limited to herbicide application, pruning, mowing, chipping and weed whacking.
- Irrigate native plantings by using a drip system with portable pumps or water truck.
- Propagate and plant local-ecotype native plants for nursery stock and project activities.
- Conduct and manage mapping tasks using ArcGIS Pro and a suite of ESRI applications, including conducting geospatial data collection on mobile devices in the field, and processing, analyzing, and preparing data for presentation and reporting using the ArcGIS Pro desktop application.

Support companion projects at the RCD (10%)

- Support other Open Space Lands Management Program projects and support the Fire Resilience Program projects as needed.
- Coordinate wildlife habitat and fuels reduction projects with other Yolo County RCD staff and programs.

Administration and Miscellaneous (20%)

- Manage and administer grant funds from local, state and federal sources. Work includes grant contracting, quarterly progress reports, and quarterly invoicing.
- Other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in natural resources, soil science, ecology, agricultural ecology, biology, environmental science or a similar field of study;

Experience: three years of relevant professional work experience in habitat restoration, environmental compliance, vegetation management, including specific experience with integrated management techniques to control invasive species including herbicide application and manual control using safe and effective techniques. Possession of a Qualified Applicator's Certificate or willingness to acquire one required. At least one year of previous project management experience required.



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DESIRED QUALIFICATIONS

No single candidate is expected to have expertise in all aspects of this operation. We encourage applicants with passion for community service to apply.

- 3-5 years of project management experience.
- Master's degree from an accredited college or university in related field.
- Proficiency with ArcGIS Pro or similar software for mapping, geospatial data collection, processing, analysis, and presentation using ArcGIS Pro and a suite of ESRI applications.
- Hands-on experience working with private landowners to implement habitat restoration.
- Basic understanding of the natural and cultural history of Yolo County and the ecology of the region.
- Experience coordinating meetings and workshops virtually and in the field.
- Strong public speaking and written communication skills and the ability to work with a variety of people with diverse interests and temperaments.
- Experience in habitat restoration planning and implementation.
- Experience writing competitive grant applications.
- Strong time management, organization, and prioritization skills.

CONDITIONS OF EMPLOYMENT

- Must be able to work in a variety of environments, including sitting inside at a computer for long periods of time, and standing/walking outdoors in extreme temperatures as well as on uneven terrain.
- Must be a team player with an ability to work with staff, Board members and local landowners who have a diverse range of backgrounds, motivations and interests.
- Must have and maintain a valid California Class C Driver's License and have personal vehicle liability insurance.
- Must be able to lift, bend, stoop, kneel, and carry heavy objects up to 50 pounds.
- Employment at the Yolo County RCD is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District.

COMPENSATION AND BENEFITS

This position is an exempt, 100% full-time equivalent position. Yolo County RCD's current compensation rate for full time managers ranges from \$65,870 to \$86,335 per year. There are eight steps within this salary range and the successful applicant's starting position within this range will be based upon experience and education. As part of employment, the RCD offers medical, dental and vision for employees covered fully by the RCD, paid personal time off (PTO) and holidays. Retirement benefits, which include 8% employer match.

TO APPLY

Submission: Please email a cover letter describing your interest in the position and a detailed resume with three professional references to Nancy Musick, Office Manager, at musick@yolorcd.org. Applicants may later be asked

to submit a driving record. **The position is open until filled and review of applications will start June 24, 2024.** If you would like additional information, please contact the email address above. Mailed application materials are also accepted.

Notification: All applicants will be notified of the status of their application via email, generally within two after the closing date.

Selection Process: The application materials for applicants meeting the minimum qualifications will be reviewed by a screening panel to select the best qualified for an initial interview. The RCD reserves the right to set up a written test, performance test, and/or other assessment procedures before or after the interview process. Possession of minimum qualifications does not guarantee an interview or invitation to test.

The Resource Conservation District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other status covered by local, state, or federal law. Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve.