



Solano Resource Conservation District

Position Description

Position Title: Restoration Project Manager

Introduction:

The employer is the Board of Directors of the Solano Resource Conservation District, and day to day supervision will be by the Executive Director. The title of the position is Restoration Project Manager. The position is a full-time exempt position with medical and dental benefits. Retirement benefits furnished upon completion of a six (6) month probationary period. Employment at the SRCD 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.

Location:

This position is currently located in the City of Dixon in Solano County, California.

Duties and Responsibilities:

- Oversee and implement all aspects of riparian/upland restoration projects. Work includes reducing weed populations, propagating native plants, installing drip irrigation systems, planting trees, shrubs and plugs, monitoring, and maintenance.
- Manage and administer restoration grants. Work includes grant contracting, site design, quarterly progress reports, quarterly invoicing, and overseeing restoration technicians and installation crews.
- Develop conservation and restoration plans and maps for Solano County landowners and public agency partners.
- Prepare and deliver presentations to diverse groups including project partners, funders, interest groups and the SRCD Board of Directors.
- Work as a team member writing grants to State and Federal agencies for targeted habitat restoration and watershed assessment grant projects.
- Other duties as assigned by the Executive Director or Assistant Executive Director.

Qualifications:

A Bachelors degree from an accredited college or university in Ecology, Agriculture, Biology, Environmental Science or a related field of study is required. A Masters degree in a similar field and/or five years of experience is preferred. Working knowledge of Windows, Word, Excel and mapping software such as ArcGIS are required. Knowledge of the Central California ecosystems and agricultural practices, threats to the landscape and regionally appropriate conservation and restoration methods are required.

The Restoration Project Manger must have the ability to lift up to 50 pounds. Applicant must have the ability work outdoors in wildland settings, which may include exposure to insects and wildlife, temperature extremes, and inclement weather. Applicant must be able and willing to work with and apply herbicides in restoration settings as needed.

The Restoration Project Manager should 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. A valid driver's license and liability insurance is required. To perform the assigned duties, the employee will be required to work a mixture of evening and day hours, in the field and in the office. The regular work time will be 8-5 Monday through Friday with occasional night and weekend obligations.

Compensation: \$50,000 - \$65,000/year, depending upon qualifications and experience

How to apply:

Applications will be accepted through Sunday, February 18, 2018, or until the position is filled.

E-mail application to caitlyn.morrissey@solanorcd.org

All applications must include the following:

- A brief cover letter (2-3 paragraphs) explaining your interest(s) in this position and how it relates to your knowledge, experience, and career plans
- A one or two page resume
- The contact information for three professional references

Please compile all application materials (cover letter, resume, references) into a single pdf document and title the document with your name.

Equal Employment Opportunity:

Candidates will be evaluated without discrimination for any non-merit reason such as race, color, religion, age, sex, national origin, politics, marital status, or physical handicap.