



## Comprehensive Position Requirements (CPR)

Job Title: Natural Resources Manager Creation Date: 04/15/2022  
Supervisor: AGM, Administrative & Field Operations Department: Natural Resources

### PURPOSE OF THE ROLE

Lead a high-performance collaborative team that restores and manages natural resources, and develops and implements integrated natural resources strategies that protect and promote biodiversity, healthy ecological systems, sustainable working lands, and are resilient to climate change.

### KEY PERFORMANCE INDICATORS: *What must the employee produce to deliver a ROI?*

**KPI #1:** Develop, direct, and manage the Natural Resources Department workplan and funding strategy

**KPI #2:** Role model Authority leadership both on the Leadership Team and as a leader of the Natural Resources Department.

**KPI #3:** Learn, share, and establish innovative natural resources practices that elevate the status of the agency and position of the Open Space Authority as an innovator in the field.

**KPI #4:** Catalyze collective ownership for the successful integration of planning, natural resources, and land management.

### CORE FUNCTIONS OF THE POSITION: *Where is the employee's focus?*

**Execute Natural Resources Department Workplan (\_\_\_%):** Developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the Natural Resources department. Ensuring environmental compliance for all natural resource projects (CEQA, NEPA, Habitat Agency, Wildlife Agency, and other regulatory agency permits). Assuring all required monitoring and reporting for resource management, mitigation, and restoration projects are completed and submitted as required by regulatory agencies and funders. Using the Authority's revenues as efficiently and effectively as possible as well as leveraging funding to expand the agency's ability to execute capital improvement projects. Managing the development and administration of the department's annual budget; directing the forecast of additional funds, needed staffing, consultants, contractors, equipment, materials, and supplies. Identifying opportunities for improvement; directing the implementation of change. Evaluating the need for and developing plans and schedules for natural resources planning and land management projects and programs. Preparing natural resource studies in support of agency acquisitions, Open Space Preserve Use and Management Plans, new capital improvement projects, and short term/long term fiscal analysis. Overseeing feasibility studies for new sites or repair of facilities. Overseeing the preparation of site, preserve, and regional plans for natural resources management

**Leading and Managing (\_\_\_%):** Being an impact player in creating a strong foundation for the agency's future through teaming with the Field Operations Manager and the Planning Manager. Being an active participant on the agency Leadership Team. Fostering a welcoming team culture effectively and efficiently serving the community together. Building, retaining, and empowering a high functioning, engaged natural resources team. Providing mentoring and coaching to department staff, identify and encourage opportunities for development and training. Encouraging and supporting cross-departmental collaboration for Natural Resources Department team members. Managing department personnel, setting performance goals, and conducting timely performance reviews. Assessing and monitoring the distribution of work, support systems, and internal reporting relationships. Provide technical expertise and problem-solving support to the team. Leading department staff to follow all aspects of good governance including transparency, accountability, and fiscal responsibility. Developing and implementing internal procedures and resource management process workflows, establishing operating norms for the department. Contributing to the overall quality of the



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department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and agency needs. Continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures. Overseeing selection of consultants and contractors in conformance with agency procurement policies and bidding procedures.

**Catalyze Innovation ( \_\_%):** Developing and maintaining strong, supportive, and cooperative relationships with the Planning Manager and Field Operations Manager. Participating in inter-departmental coordination of planning and planning-related projects, providing subject matter expertise and/or staff support; partnering with the Field Operations Manager and Planning Manager as appropriate to ensure projects are designed with subject matter expertise, teams are fully supported and empowered to deliver. Working with partner agencies to plan, develop, and implement regional or landscape-scale natural resource projects and programs. Working with partner agencies and regulatory agencies to streamline regulatory agency approval processes. In coordination with Planning Manager, developing and applying innovative nature-based solutions to address resilience and adaptation of open space and natural resources to climate change through protection, policies and partnerships, and integrating natural resource considerations into the preserve planning process. Leading and engaging in the development of innovative policy, program, and funding initiatives to protect open space as climate-resilient natural infrastructure. Building partnerships with sister agencies and other regional groups to develop best practices for natural resources and inform our own work in the fields of open space planning, land conservation, and land management. Researching and staying abreast of trends and best practices in resource management field. Representing the Authority on interagency processes, networks, and task forces.

### SELECTION CRITERIA: *Who does the employee need to be in this role?*

<b>Behaviors</b> (from IMX)	Results Driven, Service Centralizer, Coach, Passionate, Solution-oriented, Tactician, Connector, Inspirer, Integrity, Trendsetter, Analyst
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<b>Values</b> (from IMX)	Aesthetic, Political/Altruist, Regulatory (mid), Theoretical (mid)
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<b>Personality &amp; Communication</b>	Work cooperatively with others, leading with Authority values. Excellent written and verbal communication, including public speaking. Communicate effectively with a variety of parties.
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<b>Competencies</b> (from IMX)	Accountability for Others, Balanced Decision Making, Conceptual Thinking, Creativity, Develop Others, Diplomacy, Evaluate Others, Flexible, Gain Commitment, Handle Stress, Initiative, Job Ethic, Lead Others, Long Range Planning, Personal Accountability, Personal Relations, Practical Thinking, Proactive Thinking, Problem & Situation Analysis, Problem Management, Project Scheduling, Realistic Expectations, Realistic Goal Setting, Relating to Others, Respect for Policies, Results Orientation, See Potential Problems, Self-Control, Self-Improvement, Sense of Belonging, Sense of Mission, Sensitive to Others, Systems Judgment, Understanding Motivational Needs, Use Common Sense
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<b>Technical Skills</b>	Scientific principles, conservation principles, identification of flora and fauna, technical writing, project management, Arc GIS, field apps (Cal flora), MS Office Suite.
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**Education & Experience**  
(from Job Classification)

*Any combination of education or experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in natural resource management, environmental resources, biological sciences, environmental studies, or a related field and five (5) years of increasingly responsible experience in land use planning and/or project management preferably in parks, open space, or a related field. Master's degree in a related field is highly desirable.

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