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## CONSERVATION & STRATEGIC PARTNERSHIPS MANAGER

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and oversees all functions and activities of the Conservation & Strategic Partnerships Department to advance the Authority's land protection and stewardship goals. Develops comprehensive and integrated land protection strategies through direct land protection via purchase of fee title or conservation easements; through land use planning and policy-based protections to direct development away from important open space areas, and through special projects or studies that are necessary to make the case for protection and funding of multi-benefit landscapes.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in all activities of Conservation & Strategic Partnerships Department. This class provides assistance to the Assistant General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Authority functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement policies, projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Authority's mission, goals, and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.*

- Assumes full management responsibility for Conservation & Strategic Partnerships department programs, projects, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; within Authority policy, appropriate budget, service, and staffing levels.
- Directs the development and administration of the department's annual work plan and budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; implements adjustments as necessary.

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- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Authority needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, and support systems; identifies opportunities for improvement; directs the implementation of change.
- Oversees the strategic outreach and partner engagement regarding funding and legislative support for the Authority's conservation programs and projects.
- Oversees the development and advancement of new public, non-profit, and private-sector funding opportunities, and unique conservation partnerships.
- Oversees the development and implementation of the Authority's grant making programs.
- Creates and maintains a high level of positive awareness of the Authority through a variety of mechanisms including developing, communicating, and implementing external outreach efforts regarding Authority conservation programs and projects to public and private conservation partners, elected officials and other key partners.
- Cultivates relationships with public and non-profit conservation partners, as relates to regional conservation planning and funding efforts and initiatives; explores new opportunities for partner collaboration, evaluating potential benefit to the Authority and makes recommendations for potential new projects/programs.
- Formulates recommended financing strategies for supporting Open Space Authority land acquisition, stewardship and other high-priority programs and projects.
- Responsible for the development of consultant requests for proposals for professional services and requests for bids; evaluates proposals and recommends project award; administers contracts and agreements after award.
- Participates as a member of the leadership team; works cooperatively with other members to address Authority issues, ensures overall health of the organization, foster good communications between department staff, and provide consistent and professional management.
- Represents the Authority in meetings with governmental agencies, community groups, and various intergovernmental, legislative, special interest, community, and nonprofit organizations, as well as on various intergovernmental committees, task forces, and commissions pertaining to Authority management and assigned program matters.
- Participates on and makes presentations to the Board of Directors and a variety of councils, boards, committees, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of land conservation and funding programs.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable local, state, and federal laws, regulatory codes, ordinances, and procedures relevant to land use, real property, tax and land conservation.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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- Scientific principles, practices, and theories pertinent to natural resources management (e.g., water quality, fisheries, wildlife, vegetation, conservation and restoration, integrated pest management).
- Theories, principles, and contents of environmental regulations, natural resource protection, long-term planning and budgeting, and environmental laws.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Technical, legal, financial, and public relations issues associated with the fund development and acquisition of land and grants.
- Methods and techniques for the development of presentations and business correspondence; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Provide administrative and professional leadership and direction for assigned programs and the Authority.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate funding and revenue opportunities.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent the Authority in meetings with governmental agencies and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research assignments, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized Microsoft Office software applications and other specialized programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical and

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cognitive ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to graduation from an accredited four-year college or university with major coursework in public policy, business or public administration, communications, fund development, or a related field and six (6) years of management experience with conservation protection techniques and working with public agencies and conservation partners to secure project funding. Master's degree is desirable.

## **Licenses and Certifications:**

- Possession of a valid California Driver's License.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Authority field and development sites, including traversing uneven terrain, to operate a motor vehicle, and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and/or hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives on sensitive issues and in interpreting and enforcing Authority policies and procedures.

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