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## **RESOURCE MANAGEMENT PROGRAM MANAGER**

### **DEFINITION**

Under general direction, develops and implements multi-disciplinary natural resources management programs and projects necessary to protect and restore environmental conditions on Authority properties; develops resource management policies, procedures, and plans; implements resource management projects and programs; provides support to other departments to ensure compliance with regulatory agency requirements and Authority policies; coordinates resource management efforts among Authority staff and outside consultants, contractors and regulatory agencies; provides highly responsible and complex professional assistance to the Authority's Leadership Team in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Field Operations Manager. Exercises direct and general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is a professional level classification that serves as a subject matter expert with significant responsibility for designing, planning, implementing, evaluating, and modifying all activities of the Natural Resource Management program. Positions at this level oversee, direct, and participate in all activities of Resource Management, including short-and long-term planning activities, budget preparation and implementation, extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis, support and analysis of programmatic practices and procedures, and external representation of the Authority. Successful performance of the work includes the use of initiative and resourcefulness, considerable independent judgement, and regular contact with senior management positions within the Authority, other public agencies, legislators, private and community organizations, regulatory and governmental agencies, and the public.

### **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 essential functions of the job.*

- Plans, designs, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives for resource management; develops and implements program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
- Directs and participates in resource inventories and assessments to identify and prioritize opportunities and need for environmental restoration and habitat enhancement on Authority properties; conducts environmental assessments and prepares necessary documentation to ensure compliance with CEQA, NEPA and other environmental regulations.

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### Resource Management Program Manager

- Oversees and participates in the preparation and implementation of environmental restoration and habitat enhancement projects on properties managed by the Authority; works closely with partner agencies and organizations to develop management agreements and strategies.
- Oversees management of contracts for services; initiates solicitations to provide materials and services; facilitates pre-proposal meetings; coordinates and participates in the evaluation of submittals; drafts and reviews terms and conditions of agreements; negotiates and executes contracts; oversees review of documents, reports, and other work products prepared by consultants and provides feedback and corrections; assists assigned staff with analysis and problem resolution for consultant issues that may arise.
- Reviews and directs grant application submittals and coordinates with other staff to secure grant or partner funding for key projects and resource management programs, compiles photos, maps, and documentation, prepares necessary reports, and administers project budgets, tracks expenditures, submits reimbursements, and provides updates to leadership team.
- Prepares baseline documentation and oversees the monitoring of properties subject to conservation easements or management agreements and conducts monitoring and reporting as necessary for grant-funded or mitigation projects as required by funders or regulatory agencies.
- Serves as liaison with resource management agencies and organizations; participates in a variety of public meetings; responds to questions and inquiries from the general public regarding resource management issues; prepares and presents staff reports to the Board of Directors, and various other committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings and meetings.
- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; writes employee evaluations.
- Provides technical support to planning, field operations, communications, grants, public affairs, and administrative staff related to Authority natural resource management, protection, and stewardship matters.
- Works closely with Authority field staff to prepare and implement grazing management and agricultural programs and administer grazing or farmer licenses to ensure compliance with license agreements.
- Conducts research and gathers scientific information regarding site conditions; oversees the survey of field sites for flora, fauna, and other wildlife; assists in the analysis of environmental impacts of projects and recreational use on Authority land.
- Prepares or assists with preparation of regulatory permit applications and other approvals required for resource management programs and serves as a technical expert to support other Authority staff regarding permit applications for planning, capital improvement, and maintenance projects.
- Prepares and administers budgets for the Authority's Resource Management program, forecasts additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; and makes recommendations for program development including staff development and training.
- Coordinates with other staff to maintain a current GIS-based inventory of natural and cultural resources on Authority properties, and a library of resource management literature for agency use.
- Provides professional staff assistance to management staff; participates and provides staff support to a variety of interdisciplinary committees and boards; provides input, technical knowledge, and review to public affairs team with media related to natural resources and related projects; research, prepares, and presents comprehensive staff, technical, fiscal, and administrative reports, and other correspondence as appropriate and necessary.
- Stays abreast of new regulations, emerging science, best management practices and laws pertinent to and affecting the Authority's management of its lands and works with academic institutions to

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## Resource Management Program Manager

promote scientific studies on Authority properties to advance the field of applied resource management and stewardship; prepares reports of changes to management and provides recommendations on implementation and impact of changes.

- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Scientific principles, procedures, practices, and theories pertinent to all disciplines of natural resources management (e.g., water quality, fisheries, wildlife, vegetation, conservation and restoration, integrated pest management).
- Principles and practices, methods, and techniques of natural resources management, including protection, restoration planning and implementation.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Budget development, contract administration, Authority wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Project management principles and practices, including goal setting, work plan development, implementation, and evaluation.
- Flora, fauna, geology, native habitats, and natural systems of California, specifically those found in Santa Clara County.
- Principles, practices, and procedures used in conducting and documenting field observations and monitoring programs.
- Applicable Federal, State, and local laws and codes including CEQA and NEPA, and environmental regulation, permit requirements and agency approvals for work conducted in sensitive habitats including wetlands, lake and riparian environments, endangered and threatened species habitats.
- Methods and techniques of research, analysis, and effective technical report preparation and presentation.
- Principles and procedures of record keeping and reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

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- Prepare and implement resource management plans, policies, procedures, and guidelines, conduct baseline environmental surveys, and monitor resource conditions.
- Prepare and administer complex budgets for Natural Resource Management Programs and allocate limited resources in a cost-effective manner.
- Develop, implement, and coordinate long-range strategic planning for natural resource, wildlife, vegetation, geology, aquatic ecosystems, and other sensitive ecosystems programs.
- Plan and implement mitigation, monitoring, and vegetative management programs, including the use of prescribed burning, grazing, mowing, herbicides, and manual controls.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret resource management programs to the general public, identify and respond to issues and concerns of the public, other Authority staff, and other boards and commissions.
- Assess the status of natural resources through field observations, monitor changes in natural resource conditions, determine causes, and develop recommendations, as necessary.
- Identify and survey local common and rare plants and wildlife species of Central California Coast.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and Authority planning policies and procedures.
- Read and understand technical drawings and specifications and perform field measurements and mathematical calculations with precision and accuracy.
- Prepare and administer grant applications and reports.
- Conduct effective negotiations and effectively represent the Authority in meetings with community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- 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.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 natural resource management, environmental resources, biological sciences, environmental studies, or a closely related field, and five (5) years of increasingly responsible experience in planning and implementing natural resource management programs and projects. A Master's degree is preferred but not required for this position.

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Resource Management Program Manager

## **Licenses and Certifications:**

- Possession of, or ability to obtain, 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 open space properties, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; 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 partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is 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 may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, difficult terrain, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: September 2021  
REVISED: N/A  
FLSA: Exempt