
RESOURCE MANAGEMENT SPECIALIST

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; secures permits and necessary agency approvals; implements resource management projects and programs; conducts monitoring and reporting activities; secures grant funding for restoration and enhancement projects; provides support to other departments to ensure compliance with regulatory agency requirements and Authority policies; collects field data, conducts surveys, and commissions resource studies as necessary to identify and resolve environmental issues; coordinates with other staff to maintain up-to-date GIS inventories of natural and cultural resources on Authority properties; coordinates with staff from other departments and agencies to share information and collaborate on regional projects; 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 direct or general supervision from the Assistant General Manager. May exercise technical and functional direction over other staff, interns, consultants, contractors, and/or volunteers.

CLASS CHARACTERISTICS

The Resource Management Specialist is a fully experienced position, expected to perform the full range of assigned professional and technical resource management work, including securing permits, ensuring compliance with CEQA and other environmental regulations, preparing and implementing resource management plans and programs, and conducting monitoring and studies to assess the status of natural and cultural resources. Incumbents at this level are expected to work independently, exercise sound judgment and initiative, and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the agency.

EXAMPLES OF ESSENTIAL 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.

- Develops and implements resource management policies, programs, plans and projects in accordance with established policies and scientific principles;
- Conducts or oversees resource inventories and assessments to identify and prioritize opportunities and need for environmental restoration and habitat enhancement on Authority properties;
- Prepares or oversees preparation and implementation of environmental restoration and habitat enhancement projects on properties managed by the Authority, and works closely with partner agencies and organizations to develop management agreements and strategies;
- 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;

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- Conducts environmental assessments and prepares necessary documentation to ensure compliance with CEQA, NEPA and other environmental regulations;
- May assist with baseline documentation and 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;
- 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;
- Secures grant or partner funding for key projects and resource management programs, prepares necessary reports, and administers project budgets;
- Prepares and administers budgets for the Authority's resource management programs, and makes recommendations for program development including staff development and training;
- Serves as liaison with resource management agencies and organizations and participates in public meetings regarding resource management issues;
- Supervises, coordinates, assigns, trains, reviews, evaluates, counsels, and recommends disciplinary action of assigned staff;
- 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 promote scientific studies on Authority properties to advance the field of applied resource management and stewardship;
- Works closely with Authority field staff to prepare and implement grazing management programs and administer grazing licenses to ensure compliance with licenses agreements;
- 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.
- Conducts research and gathers scientific information regarding site conditions; surveys field sites for flora, fauna, and other wildlife; assists in the analysis of environmental impacts of projects and recreational use on Authority land;
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of one or more of the following disciplines: natural resources management, earth sciences, biology, geology, ecology, wildlife and vegetation management;
- Principles and practices of natural resources management, including restoration planning and implementation;
- Practices of researching resource management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports;
- Flora, fauna, geology, native habitats, and natural systems of California, specifically those found in Santa Clara County;
- Methods and techniques of resource protection and restoration;
- Methods and techniques of research, analysis, and report preparation;
- Procedures used in conducting and documenting field observations and monitoring programs;
- Basic principles of project budget preparation and control;
- 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;

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- Project management and contract administration principles and techniques;
- Principles of employee supervision, training and development;
- Researching and reporting methods, techniques, and procedures.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, word processing, mapping, and GIS database management;
- Methods and techniques of effective technical report preparation and presentation;
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Prepare resource management plans, policies, procedures and guidelines, conduct baseline environmental surveys, and monitor resource conditions;
- Prepare and administer budgets for Natural Resource Management Program;
- 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;
- 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;
- Conduct research projects, evaluate alternatives, and make sound recommendations;
- 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;
- Perform field measurements and mathematical calculations with precision and accuracy;
- Effectively represent the Authority in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals;
- Coordinate assigned activities with other Authority departments and agencies as required;
- Direct the work of contract consultants and assigned staff;
- Prepare and administer grant applications;
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials;
- Make sound, independent decisions within established policy and procedural guidelines;
- 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;
- Operate modern office equipment including computer equipment and specialized software applications including ArcMap, Word, Excel, PowerPoint and related software;
- 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;

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- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work;
- Work independently as well as in a team environment;

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 three (3) 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.

Licenses and Certifications:

- Possession of a valid California Driver's License and ability to be insured.

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: April 1, 2014
REVISED: N/A
FLSA: Non-Exempt