



## **VACANCY ANNOUNCEMENT**

### **Watershed Program Manager**

The Trinity County Resource Conservation District is accepting applications for the position of Watershed Program Manager. The Watershed Program Manager works under the direct supervision of the District Manager. This is a full-time position with flexible scheduling, paid leave, and medical benefits. District employees are subject to normal management reviews and serve at the discretion of the Board of Directors.

The Watershed Program Manager will develop, promote, and implement watershed improvement and planning projects for various and ongoing resource conservation projects for habitat restoration, planning, in-stream and watershed stewardship, vegetation management, and forest health projects. This position will be involved in all aspects of program management including future planning, grant writing, budgeting, invoicing, reporting, project coordination, and environmental compliance. This is a supervisory position.

#### **MINIMUM QUALIFICATIONS:**

1. General knowledge of watershed management strategies and ongoing watershed work within Trinity County, California, or similar.
2. Excellent organizational, verbal, and written communication skills.
3. Ability to communicate with people of all backgrounds.
4. Experience supervising staff and projects.
5. Experience writing or managing grants and projects with budgeting, invoicing, reporting requirements, and deadlines.
6. Self-directed with the ability to prioritize and coordinate workload, both independently and as part of a team.
7. Experience collaborating closely with local, state, and federal partners.
8. Proficient with Microsoft Office.
9. Knowledge and experience working in an office setting and tracking projects.
10. Five years or more of combined education and professional experience in natural resources-related projects, and/or a Bachelor's or Master's degree in environmental sciences or related natural resources field, such as limnology, watershed sciences, hydrology, fisheries, ecology, biology, botany, environmental sciences, etc.

#### **DESIRED QUALIFICATIONS:**

In addition to the minimum qualifications, the ideal candidate would have:

1. Knowledge of conservation districts, nonprofit, and/or grant-based agencies.
2. Knowledge of local, state, and federal environmental policies and regulations pertaining to resource management programs, including NEPA and CEQA processes.
3. Previous experience conducting watershed monitoring surveys and/or related watershed fieldwork tasks.
4. Prior experience collaborating for watershed or other management plans and documents.

**\* Please address your level of experience in each of the above MINIMUM/DESIRED qualifications in an addendum to your resume.** If you have little or no experience in any of these areas, please indicate that as well.

TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

**DUTIES:**

Position duties may include the following depending on program needs:

- Direct or support all current watershed projects including grant oversight, budgeting, contracting, supervising, and project planning and implementation.
- Develop future projects in the form of grants and agreements with local, state, and federal partners and funding entities.
- Complete invoicing and reporting for all projects in the Watershed Program.
- Develop detailed reports and presentations for projects for various councils, as requested.
- Collaborate with partnering agencies, councils, and community groups to support the mission of the Trinity County RCD.
- Supervise Watershed Project Coordinator, Watershed Conservation Technicians, Americorps Program Members, and Watershed Interns. Participate in personnel performance evaluations of subordinate staff.
- Support other departments in program and project development and collaborate on ongoing projects.
- Perform other duties as assigned.

**Work Environment:**

Approximately 85% Office and 15% site, event, or fieldwork. Depending on the season and project locations, this position requires flexibility. Teleworking is eligible for driven individuals after the first 6 months on the job. The TCRCD is a family-friendly organization that recognizes the need for flexible scheduling.

Prior to hiring a background check, a valid California Driver's License, current auto insurance, and a copy of current driving record will be requested.

**Benefits:** The TCRCD offers paid medical, vision, and dental insurance; 11 paid holidays per year, plus accrued personal time off; contribution to a retirement plan; and a progressive working environment that recognizes the importance of a good work/life balance.

**Starting Salary Range:** \$36.00 to \$41.67 per hour.

Placement as a Watershed Program Manager will be based on years of work experience and education level.

**Closing Date:** Until filled.

**To Apply:** E-mail resume, cover letter, and addendum mentioned under qualifications to District Manager, Kelly Sheen, at [ksheen@tcrd.net](mailto:ksheen@tcrd.net) with "Watershed Program Manager" in the subject line; or mail application materials to Trinity County RCD, Attn: District Manager, PO Box 1450, Weaverville, CA 96093; or drop off at our office: 30 Horseshoe Lane, Weaverville, CA.

**For More Information:** See our website, [www.tcrd.net](http://www.tcrd.net), or call (530) 623-6004.