

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
LAND RESOURCES MANAGER I/II

DEFINITION

Under general direction of the General Manager, oversee, plan, develop, and manage a variety of complex land and resources issues, including compliance with the Upper Santa Ana River Wash Habitat Conservation Plan; coordinate and oversee planning, operations and maintenance of District lands and facilities; and represent the District before local, State, and Federal agencies on land and resources matters.

SUPERVISION EXERCISED

As assigned, exercise direct supervision over administrative and field operations and technical staff.

IMPORTANT AND ESSENTIAL DUTIES

Participate in the development and implementation of Strategic Plan goals, objectives, policies, and priorities for District programs; develop and ensure adherence to project policies, rules, and procedures; interpret and implement policies and goals set by the Board of Directors and General Manager.

Participate in the development, administration, and monitoring of assigned budgets; allocate limited resources in a cost-effective way; develop, review, and approve land resources components of the operating budgets.

Conduct biological fieldwork on District-owned and/or managed properties in compliance with proper scientific methods and any applicable State/Federal protocols.

Coordinate land resources operations with activities of other departments, consultants, contractors, and outside agencies.

Stewardship of natural resources on lands owned or managed by the District. Stewardship activities include habitat and wildlife management, tracking and removal of invasive plant and/or animal species.

Implement long-term monitoring and adaptive management programs to track rare, threatened, and endangered species, and associated environmental variables.

Administer complex programs in a manner that maintains District compliance with all applicable government codes and regulations.

Manage updates to the geographic information system used in land management and providing coordination with District partners in land resources and coordination of land management intern activities.

Provide specialized technical assistance to projects undertaken by the District and its partners on District owned or managed lands, including obtaining permits for impacts to environmental resources and maintaining compliance with permit requirements.

Monitor all property uses under easement or lease to determine conformity with the conditions of easements, held leases or other requirements; maintain documentation of each monitoring activity using GIS maps, photographs, notes and other permanent records.

Manage and coordinate the planning, design, implementation and contract performance of land resources and projects, ensuring compliance with environmental requirements, established standards, specifications, District policies, and cost and schedule limitations.

Evaluate and assist in the selection of consultants to provide professional services on land resources projects; provide administration of all contracts for assigned projects.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Prepare and review technical reports, memorandums, and environmental documents; respond to correspondence as required.

Make presentations to the Board of Directors, other agencies, and public interest groups; represent the District in meetings with the public, citizen groups, professional associations, private firms, other agencies; make recommendations to staff and the Board of Directors.

Manage, coordinate, and utilize information services and systems to plan, implement, and evaluate habitat management.

Conduct and interpret biological analyses; interpret data from simulation models, Geographical Information Systems, and relational databases for habitat and land management issues.

Coordinate work related to restoration of lands and habitat.

Work directly with other agencies to obtain or provide resource planning data; receive current and updated data from a variety of sources; prepare and analyze data to ensure compatibility with District needs and systems.

As assigned, maintain management responsibility for all functional activities associated with the execution of projects with particular emphasis on obtaining maximum job

quality, accurate cost control, compliance with schedules, and satisfactory project relationships with partners.

Responsible for implementation of and District compliance with the Upper Santa Ana River Wash Habitat Conservation Plan, including preparation and implementation of annual work plan, data analysis, annual reporting, inter-agency coordination, and support of the Preserve Management Committee.

Ensure that all boundaries of District owned, and managed lands are marked and posted, as necessary; and maintain good relations with bordering property users and owners.

Coordinate and communicate with state and federal resource agencies, including the U.S. Fish and Wildlife Service and the California Department of Fish and Wildlife.

Provide information, updates, advocate and negotiate for the lands and interests of the District in various projects, including the Community Mitigation Lands program.

Provide for administration of grant programs; research and apply for funding assistance from various sources; negotiate the conditions and terms of funding agreements.

Provide environmental documentation as needed for major projects; manage the work of environmental consultants in their provision of documentation and mitigation monitoring activities to meet the requirements and regulations of State and Federal agencies.

Land Resources Manager II may serve as Acting General Manager in the absence of the General Manager, if designated.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Advanced principles, practices, methods, and techniques of project administration.

Land management principles and practices including planning and implementation of conservation programs.

Pertinent local, State, and Federal laws, codes, and regulations.

Safe driving principles and practices.

Use of computers and software including geographical information systems, databases, and project management software.

Skill to:

Operate office equipment including computer equipment used in land and water resources management, planning, and engineering.

Operate a motor vehicle safely.

Ability to:

Utilize excellent written and verbal communication skills to convey ideas and concepts to colleagues, Board members, and external partners and stakeholders.

Perform responsible and difficult project and management tasks involving the use of independent judgment and personal initiative.

Recommend and implement goals, objectives, and practices for providing effective and efficient land and water resources management.

Develop and manage long-term monitoring and adaptive management programs.

Manage conserved lands to meet goals or objectives for rare, threatened and/or endangered species.

Prepare environmental permit applications, and obtain associated permits for project-related impacts, from the U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and/or California Regional Water Quality Control Boards.

Maintain District compliance with long-term, complex permits regulating environmental impacts.

Utilize strong organizational skills to ensure efficient and effective program administration.

Develop strong working relationships with regulatory agencies such as the U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, California Department of Fish and Wildlife, and/or California Regional Water Quality Control Boards.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Develop and review resources management plans.

Handle multiple concurrent projects and manage priorities and tasks.

Plan and organize work to meet schedules, deadlines and budgets.

Communicate clearly and concisely, both orally and in writing.

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

Cooperate with District colleagues, partners and regulators to achieve success of the District's mission.

Support the District's Community Mitigation Program.

Experience and Education Guidelines:

Any combination equivalent to experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

A Bachelor's degree from an accredited college or university with major course work in biology, environmental science, or a closely related field.

Five years of experience in environmental biology, conserved land management, biological research, environmental permitting, and/or habitat conservation planning, including at least one year serving in a project manager function.

Master's or higher degree in biology, environmental science, or closely related field is desirable.

License:

Possession of or ability to obtain an appropriate, valid driver's license and maintain a driving record acceptable to the District's automobile insurance provider. Must be able to drive own vehicle to project sites at various locations within the Santa Ana River watershed.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 25 lbs., exposure to outdoors, chemicals, mechanical hazards, and electrical hazards.

Ability to work in a standard office environment with the ability to travel to different sites and locations.