



VACANCY ANNOUNCEMENT FOR WATERSHED COORDINATOR

The Glenn County Resource Conservation District assists private landowners on a voluntary basis with resource concerns on their property. Priorities and programs are established by the Board of Directors and are implemented through local, state, federal, or private grants and contracts.

The Glenn County Resource Conservation District is currently accepting applications for the position of Watershed Coordinator. The position will be a full time, temporary position which is contingent upon available grant funds. The position is expected to be full time for one year. Occasional overnight, weekend or evening meetings and travel may be required. Benefits will accrue after a six-month probation period.

This position will be based at the Willows USDA Service Center, 132 North Enright Avenue, Suite C, Willows, CA. This position will be supervised by the Project Manager of the Glenn County Resource Conservation District.

DUTIES:

1. Actively seek out, identify new project opportunities and grant proposals that continue and maintain the work of the RCD at the level of operations directed by the Board of Directors.
2. Facilitate public meetings, deliver presentations and organize special events. Lead and facilitate group discussions and decision-making processes.
3. Create effective, collaborative relationships between groups and individuals representing potentially conflicting values and priorities.
4. Hold meetings and conduct site visits with local education, agriculture and natural resources related organizations to discuss funding and project collaboration.
5. Carry out public outreach and education to increase awareness and develop community support for watershed activities including restoration and water conservation projects. Develop educational and promotional materials including, newsletters, pamphlets and articles with Projects Manager.
6. Coordinate with the Projects Manager to promote projects and activities within the community and with the media.
7. Work cooperatively with existing watershed programs and various landowners, agencies, and organizations conducting work in the watershed. Attend regional and statewide watershed meetings as needed and funds allow.
8. Coordinate Landowner and Technical Advisory Committee.
9. Facilitate communication between agencies to secure necessary permits for funded projects.
10. Coordinate work crews and volunteers.
11. Conduct and coordinate water quality data analysis, planning and other project monitoring efforts, and report findings.
12. Gather, organize and compile technical and historic information pertinent to the project. Maintain record keeping, including photo archives.
13. Prepare and submit monthly written and oral reports on watershed activities to the Board.

QUALIFICATIONS:

- Undergraduate degree or higher, preferably in Agriculture, Resource Management, Natural or Applied Science, or equivalent education and experience.
- Working knowledge of watershed management, planning and monitoring, and the ability to articulate these to the public.
- Excellent presentation, oral and interpersonal communication skills. Ability to develop effective and comprehensive reports, correspondence and other written materials.
- Demonstrated project management experience.
- Ability to establish work priorities, and manage time effectively independently, and as a team.
- Ability to interpret and make decisions in accordance with laws, regulations, policies and procedures in the areas of local, state and federal grant funding.
- Experience and knowledge in accessing funding sources, grant writing, contract interpretation and execution with state, federal and private entities.
- Demonstrated knowledge and experience in working with private contractors.
- Experience facilitating stakeholder meetings and demonstrated ability to work effectively with private landowners.
- Experience with permitting and permit compliance and CEQA/NEPA documentation.
- Physical ability to lead and participate in rigorous field and construction work outdoors, including: walking, hiking, wading in water and climbing in all types of weather and terrain. Ability to lift up to 50 pounds.
- The ability to travel occasionally overnight, or participate in evening meetings and weekend meetings to represent RCD.
- Valid CA State driver's license and proof of insurance.

WAGE: \$17.73 to \$21.74 per hour, depending upon experience and education.

APPLICATION PROCESS: Send cover letter, resume and a list of at least three work references to:

Glenn County Resource Conservation District
Attn: Kandi Manhart, Executive Officer
132 North Enright Avenue, Suite B
Willows, CA 95988

Phone: (530) 934-4601 x4
FAX: (530) 934-8667
EMAIL: kandi.manhart@ca.nacdnet.net
WEBSITE: www.glenncountyrcd.org

APPLICATIONS DUE BY 4:00 PM, July 16, 2010.

For further information or questions please contact Kandi Manhart, Executive Officer.