



# G L E N N C O U N T Y

## R E S O U R C E C O N S E R V A T I O N D I S T R I C T

### **VACANCY ANNOUNCEMENT FOR WATERSHED & CONSERVATION PLANNER**

8.25.2021

Since 1960, formerly known as the Elk Creek Soil Conservation District, the Glenn County Resource Conservation District (RCD) has engaged farmers, ranchers and the community in protecting our resources through a variety of educational and outreach programs. The RCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Glenn County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities. The RCD's Mission is "*To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner*". To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, schools, local, state and federal agencies, and is very much partnership focused.

The RCD is currently accepting applications for a new Watershed & Conservation Planner position. The position is currently for full-time; however, part-time interest may be considered. The position is a Non-Exempt temporary position which is contingent upon available funding.

This position, based at the USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988, is in the heart of the Sacramento Valley, Northern California. Mendocino National Forest makes up the western side of Glenn County with the Sacramento River on its eastern side; agriculture and the Sacramento National Wildlife Refuge fill the middle with a variety of landscapes to work and recreate in. For additional information, visit [www.glenncountyrcd.org/about-us](http://www.glenncountyrcd.org/about-us).

#### **GENERAL JOB DESCRIPTION:**

The Glenn County RCD's Watershed & Conservation Planner reports to the Executive Officer and is responsible for ultimately assisting in the RCD's business consistent with the strategic plan, goals and objectives, and policies and procedures of the RCD. The position requires an ability to work as part of a team as well as independently to complete duties. This position must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

The Watershed & Conservation Planner will be someone experienced in project planning, developing project descriptions and maps, permitting processes, project reporting, and will support a watershed-based approach in addressing resource conservation issues and opportunities. Although, watershed and conservation planning can be general in nature, this position will have an emphasis on wildfire prevention and resilience, while looking at all resource benefits.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree, or equivalent education and experience in natural resources, ecology, forestry or something similar.
- Familiarity and knowledge of California, in particular Glenn County, preferred.
- Experience in watershed restoration and conservation, including but not limited to wildfire prevention, invasive species, and biomass removal.
- Experience in initial project planning to final project reporting.
- Knowledge and experience in CEQA and NEPA regulatory processes.
- Strong customer service and partnership building skills.
- Strong verbal and written communication skills.
- Organized and detailed oriented.
- Ability to write, type and develop projects, project reports, articles, correspondence, and other written materials.
- Knowledge and experience working with computers. Ability to type, email and use Microsoft Office programs, such as Word, Excel, PowerPoint, etc.
- Knowledge and experience, including a high degree of comfort, working with spatial analysis software. Ability to create maps using software such as Esri ArcGIS and Avenza.
- Knowledge and experience using standard office equipment, including copier, phone system, and special equipment as needed.
- Ability to interpret and follow rules and regulations.
- Ability to lift up to 40 pounds.
- Ability to work outdoors with potential of physical activity in adverse weather conditions such as cold, wind, heat, etc.
- Knowledge and experience in driving off-road vehicles.
- Must possess a valid driver's license and have proof of insurance in California.

## **DUTIES:**

1. Implement project deliverables for the Glenn County RCD; in particular, tasks in grant agreements received from CAL FIRE, US Forest Service, etc. Including, but not limited to:
  - a. Develop project descriptions in written and typed form, create maps / shapefiles, regulatory permitting (E.g. CEQA), and project reports.
  - b. Develop interactive workshops and activities with partner agencies and community participation.
  - c. Create and coordinate publications tailored to community needs.
  - d. Promote workshops/publications/projects in general.
  - e. Enhance partnerships to support watershed-based projects.
2. Read, interpret and assist with implementation of the Glenn County Community Wildfire Protection Plan (CWPP).
3. Assist with grant / agreement proposal development, preparation and project / program implementation.
4. Assist with the RCD's outreach and educational activities, including production of materials (newsletters, pamphlets, surveys, etc.) and special events (workshops, etc.) to promote program.
5. Participate at monthly Board meetings and Committee meetings as needed, including preparing agenda packets for project updates, and complying with all Brown Act rules and regulations.
6. Assist with program annual budget, revenue and expense reporting, financial forecasts, audits, or any other information related to financial record keeping of projects.
7. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
8. Other duties as assigned by the Executive Officer.

**WAGE:** Approx. between \$25.00 per hour and \$35.00 per hour depending on qualifications and experience or as grant agreement funding allows.

**BENEFITS:** According to policy.

**APPLICATION PROCESS / INSTRUCTIONS:** Send 1) a cover letter, 2) a resume and 3) a list of at least three work references to the following mailing address or Executive Officer's email found at [www.glenncountyrcd.org](http://www.glenncountyrcd.org). Please include your desired number of hours worked per week within your cover letter.

*If applying through Indeed.com be sure to attach ALL 1-3 items to your complete application.*

\*\*\*Applicants that do not submit ALL 1-3 items will not qualify nor advance to the next step in the process of filling the position. In fact, RCD reserves the right to not respond or review the application.\*\*\*

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

**EMAIL:** [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org)

**DEADLINE:** This position is open until filled. However, this screening deadline is:

**APPLICATIONS DUE By Noon, September 20, 2021.**

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD.

*The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.*