



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

JOB OPPORTUNITY FOR FOREST HEALTH PROGRAM SPECIALIST

10.22.2021

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 education, outreach and technical 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 newly developed Forest Health Program Specialist position. The position is currently for full-time (>32 hours per week). The position is a Non-Exempt, Temporary position.

The 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.

GENERAL JOB DESCRIPTION:

The Glenn County RCD's Forest Health Program Specialist will help expand the Forest Health and Wildfire Resiliency Program. This position will be 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 ideal candidate is an experienced forest ecologist, forester, or related natural resource conservation project manager with a background in forest and watershed health and a solid history of collaboration with landowners, land managers and partners. Successful applicants will wear many hats at the RCD. They will have experience developing, planning, implementing, and monitoring conservation projects. They will work across many disciplines; therefore, this position must have technical, administrative, communication, and interpersonal skills.

The Forest Health Program Specialist will work closely with RCD staff and partners, including CAL FIRE, US Forest Service, US Fish & Wildlife, tribes, neighboring RCDs, Natural Resources Conservation Service, and public and private landowners and land managers, to lead forest health and wildfire resiliency projects throughout Glenn County. They will provide technical assistance and planning services for large and small-scale projects to facilitate fire resiliency, fire prevention / preparedness, and improved watershed function. The work environment will be fast paced, collaborative, and creative.

Reporting to the Executive Officer, the Forest Health Program Specialist position requires an ability to work cooperatively and responsibly 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, and the position will help drive programs of the RCD to achieve success.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or higher in forestry, natural resource management, watershed science, conservation planning or similar substantive discipline.
- 2 + years of relevant professional experience.
- Knowledge of watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and forest ecology.
- Familiarity and knowledge of California, in particular Glenn County, preferred.
- Experience in developing and managing projects, including budgets, and ability to work with frequent interruptions and manage multiple priorities at once.
- Ability to work independently and as part of a team. Experience working collaboratively within partnerships including landowners, land managers, researchers, public agencies, and others.
- Highly motivated, organized, and self-directing with the ability to prioritize and coordinate workload to fulfill deadlines. Manage multiple priorities.
- Project goal oriented with initiative in fulfilling programmatic and grant-related obligations.
- Strong verbal and written communication skills and ability to work with a variety of people with diverse interests and temperaments.
- Ability to compose and produce, using keyboarding skills, written materials and reports.
- Ability to proofread / edit documents and provide suggestions for accuracy in grammar.
- Knowledge and experience, including a high degree of comfort, working with computers. Ability to keyboard to produce emails and use current Microsoft Office programs, such as Word, Excel, PowerPoint, etc.
- Proficiency with ArcGIS and GPS.
- Familiarity with local, state, and federal permits required for vegetation management and restoration projects. Understanding of permit requirements and application processes for conservation projects.
- 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 frequently remain in a stationary position; operate a computer / keyboard and other office equipment potentially for up to a full day at multiple days in a row; visual capacity to review and edit documents; converse by telephone and in person. Frequent bending, lifting and grasping. Ability to lift up to 40 pounds. Ability to work on rugged or uneven terrain in all weather conditions.
- Must possess a valid driver's license and have current proof of insurance in California.

DUTIES:

1. Collaborate with partners and stakeholders to plan and implement priority forest health, fuel reduction, and post-fire recovery projects such as strategic fuel breaks, pile burning, forest stand improvement, invasive species removal and management, reforestation, and habitat restoration.

Tasks may include:

- Coordinate the development of project designs and logistics for project implementation.
 - Coordinate with project partners and consultants to develop environmental documentation and permits.
 - Execute Landowner Agreements.
 - Conduct or oversee monitoring activities, including photo, biological, and archaeological monitoring.
 - Manage contracts with funders, consultants and subcontractors.
 - Provide oversight of implementation activities.
 - Assist with management of budgets, invoicing and reporting.
 - Manage communications between project partners and stakeholders.
2. Respond to landowner requests for technical assistance as appropriate.
 3. In collaboration with landowners, support contracted Registered Professional Foresters with development of Forest Management Plans and prescriptions.
 4. Contribute to grant proposals as part of the RCD team.
 5. Write reports and complete and submit deliverables to meet grant requirements.
 6. Conduct outreach and build relationships with landowners and community organizations.
 7. Deliver presentations at RCD and partner events.
 8. Contribute to additional RCD projects as appropriate based on skills and interests.
 9. Assist with and participate at monthly Board meetings and Committee meetings as needed, including preparing agenda packets and complying with all Brown Act rules, confidentiality requirements, and regulations.
 10. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
 11. Represent the RCD, its partners, and funders in a positive, professional, and proactive manner.
 12. 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. Full-time may qualify for a Health and Welfare Benefit Stipend.

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.glenncountyr cd.org. *Please include 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

DEADLINE: This position is open until filled.

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.