

## **SOTOYOME RESOURCE CONSERVATION DISTRICT**

### **JOB OPPORTUNITY**

#### **POSITION: Program Manager**

The Sotoyome Resource Conservation District (SRCDD) is seeking a staff person who will work closely with the SRCDD Executive Director and staff to manage the day-to-day activities of the District.

#### **Background:**

The Sotoyome Resource Conservation District is a non-regulatory public agency of the state of California that has been in existence since 1946. There are currently 4 full-time employees and two part time employees. Resource Conservation Districts (RCD) were established nationwide by an act of Congress to facilitate resource conservation at the local level. RCDs work with the USDA Natural Resources Conservation Service (NRCS) to provide technical assistance to help landowners and resource users develop locally driven solutions to address a broad range of natural resource concerns, including watershed management and protection of water quality. For more information on the Sotoyome Resource Conservation District visit our website at: [www.sotoyomercd.org](http://www.sotoyomercd.org).

#### **POSITION DESCRIPTION:**

**Status:** This is an at-will, hourly position.

**Rate of Pay:** Pay commensurate on qualifications and experience.

**Benefits:** The Sotoyome RCD provides the following benefits: sick time, two week of vacation, health insurance, retirement, and 12 paid holidays. Full benefits will be available after completion of a trial period of 3 months.

**Start Date:** Approximately April 2, 2007

**Work location:** The Sotoyome RCD office is located in Santa Rosa, CA. The majority of the work hours will be spent at the office location. However, it will be necessary to attend meetings and field visits throughout the District

#### **EXAMPLES OF DESIRED DUTIES TO BE PERFORMED:**

##### **Business Administration**

- Assists in management of all SRCDD contracts with local, state, federal, nonprofit and other agencies to assure project compliance and successful completion. This includes issuing subcontracts, working with bookkeeper to track charges, monthly progress reports, and communication with Project Managers about program budgets.
- Oversight of agency insurance policies, making recommendation to the Board of Directors concerning continuation or change of policy status.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- In the absence of the Executive Director, provides supervision to agency Project Managers.

##### **Project Management**

- Development and oversight of subcontracts and budgets for habitat restoration projects.
- Property management of Department of Fish and Game properties and conservation easements.
- Permitting for habitat restoration projects on private lands. Knowledge of the laws and regulations associated with the California Environmental Quality Act.

##### **Fund Development**

- Works with the RCD staff and Board of Directors as needed to research, write, and submit grants and develop fee-for-service contracts.
- Work with staff to develop plan for sustainable long-term funding.
- Develop and maintains constructive relationships with the community, natural resource agencies, funders, business agents, financial institutions and program/project clients.

**Desired Qualifications**

The ideal candidate will be an energetic, dedicated professional will the following skills:

- BA/BS in Business Administration, Natural Resources, Environmental Science or similar experience.
- Knowledge of agriculture, conservation and/or land use issues.
- Strong computer skills, including Word, Excel, GIS and Access
- Effective grant writing and public speaking skills
- Clear understanding of the mission and purpose of the organization.
- Ability to interact effectively with funding organizations, members of the community and clients.
- Ability to work independently, with minimal supervision, and as a team.
- Ability to meet contract deadlines, multi-task, and be flexible.
- Requires a vehicle, good driving record and proof of automobile insurance

**APPLICATION PROCEDURE:** Please e-mail a letter of interest, resume and/or list of qualifications along with a list of three references\* to [kheckert@sotoyomercd.org](mailto:kheckert@sotoyomercd.org) or mail to:

Sotoyome Resource Conservation District  
 Attn: Executive Director  
 P.O. Box 11526  
 Santa Rosa, CA 95406

\* References should be organizations or individuals who are familiar with your ability to implement the aforementioned duties.

**FINAL DATE FOR FILING: March 23<sup>rd</sup>, 2007**