



Midpeninsula Regional Open Space District

RESOURCE MANAGEMENT SPECIALIST I/ RESOURCE MANAGEMENT SPECIALIST II

DEFINITION

Under direct or general supervision, provides a wide range of activities in the management, enhancement and protection of the District's natural and cultural resources, including overseeing and managing resource preservation and protection projects and programs, resource monitoring, coordinating land use programs and writing land use management plans, and conducting literature searches, analysis, and field observations to assess the status of natural and cultural resources and resolve issues; coordinates resource management efforts among other District staff and outside consultants, contractors and regulatory agencies; provides professional advice and assistance to the other District staff, organizations, governmental and regulatory agencies, and the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Senior Resource Management Specialist. Exercises no direct supervision over staff. May exercise technical and functional direction over lower-level staff, interns, and/or volunteers.

CLASS CHARACTERISTICS

Resource Management Specialist I: This is the first experienced-level class in the Resource Management Specialist series. Initially under close supervision, incumbents with basic resource management, environmental, biological, and/or ecological experience perform professional and technical work in assigned activities. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Specialist II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Resource Management Specialist II: This is the fully experienced-level class in the Resource Management Specialist series. Incumbents are expected to perform the full range of professional and technical resource management work, including coordinating natural and cultural resource management programs and conducting studies and field observations to assess the status of natural and cultural resources. Positions at this level are distinguished from the Specialist I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Resource Management Specialist in that the latter is the highest-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in the management of the District's natural resources in the Operations Department, in addition to performing the most complex resource management activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates projects and programs involved in the management, enhancement and protection of the District's natural and cultural resources by assessing their status through field observation and research,
- Conducts research and gathers scientific information regarding site conditions; surveys field sites for flora, fauna, and other wildlife; assists in the analysis of environmental impacts of projects and recreational use on District land; assists in the development and implementation of resource management restoration plans for specific areas and preserves.
- Works closely with tenants on District properties to ensure that they are complying with the terms of leasing agreements, and Federal, State, and local grazing rights rules and regulations; responds to questions and resolves complaints from tenants regarding District owned properties they are occupying.
- Coordinates assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.
- Compiles information for a variety of studies and reports; develops recommendations and prepares detailed technical summaries, statistical reports, and geographic and other informational materials for the staff and public related to natural resources.
- Monitors rangeland, forest and other habitat health conditions, including conducting wildlife surveys, and developing plans for vegetation management projects.
- Provides technical assistance on assigned resource management projects and to field staff, interns and volunteers.
- Participates on project team(s) to provide resource management support to planning projects; works with planning staff to develop and maintain resource inventories of District land.
- Manages databases regarding baseline conditions of natural resources; monitors and measures changes in conditions.
- Assists in the preparation and development of grant applications; administers grants and monitors budgets; serves as liaison with government officials; prepares related reports.
- Develops, administers, and monitors consulting and other contracts; directs contractors' work in the field; reviews contracts and consultants' work to authorize payments.
- Participates in a variety of public meetings; responds to questions and inquiries from the general public regarding resource management issues; conducts interpretive tours for docents, volunteers, neighbors or interested groups.
- Prepares and presents staff reports to the Board of Directors, and various other committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings and meetings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding District natural resource management policies and standards; provides and clarifies information relative to land use, environmental compliance, capital improvement, and other issues.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of natural resource management other types of public services as they relate to the area of assignment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles and practices of one or more of the following disciplines: land use management, biology, geology, earth sciences, ecology, wildlife and vegetation management.
- Principles and practices of resource management and site planning.
- Practices of researching resource management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Flora, fauna, geological, aquatic and archaeological resources of California, specifically those found on District preserves.
- Methods and techniques of resource protection and restoration.
- Methods and techniques of research, analysis, and report preparation.
- Procedures used in conducting and documenting field observations and monitoring programs.
- Basic principles of project budget preparation and control.
- Operational characteristics, services, and activities of a comprehensive planning program.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to natural resource management
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Principles of statistical methods and their application to resource management.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Interpret resource management programs to the general public; identify and respond to issues and concerns of the public, other District staff, and other boards and commissions.
- Conduct research projects, evaluate alternatives, and make sound recommendations.
- Assess status of natural resources through field observations.
- Monitor changes in natural resource conditions and determine causes.
- Identify and survey local common and rare plants and wildlife species of Central California Coast.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District planning policies and procedures.
- Read and understand technical drawings and specifications.
- Perform field measurements and mathematical calculations with precision and accuracy.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Resource Management Specialist I: Equivalent to graduation from an accredited four-year college or university with major coursework in ecology, biology, wildlife, or a related field, and one (1) year of experience in evaluating, surveying, or monitoring of natural resource systems.

Resource Management Specialist II: Equivalent to graduation from an accredited four-year college or university with major coursework in ecology, biology, wildlife, or a related field, and three (3) years of increasingly responsible experience in evaluating, surveying, or monitoring of natural resource systems.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2011
REVISED: N/A
FLSA: Non-Exempt