

About Solano Resource Conservation District

Solano Resource Conservation District (Solano RCD) is a special district to the State of California that works closely with a variety of local and regional partners to enhance and protect Solano County watersheds through strategic restoration activities, water education and outreach programs, and by offering conservation planning and watershed coordination services to local residents and landowners. Solano RCD staff and its Board of Directors strive toward excellence, equity, inclusion, collaboration, and appreciation in the work performed and welcome candidates who share these same values.

Position Summary

Solano RCD currently has one vacancy for the Conservation Project Manager position. The individual selected for this position will report to the Solano RCD office located in Dixon, CA, but will also attend meetings, events, workshops, and work days in various locations in northwestern Solano County. Meetings and some project activities may also take place virtually.

We are looking for a motivated individual to join our team and take the lead on working with County, State, and local partners to reduce the risk of catastrophic wildfire and address resource concerns in rural communities and Wildfire Urban Interface areas in Solano County. This position will achieve this by facilitating the formation and development of multiple Solano County neighborhood Fire Safe Councils, assist in establishing and managing the Countywide Fire Safe Council, and assist with the creation of the Community Wildfire Protection Plan for Solano County. This position will also work with landowners and partners to provide technical assistance preparing for and recovering from wildfire, including fuel and vegetation management plans, post-fire recovery plans, habitat restoration, and similar topics. This service includes work in the field to produce watershed conservation plans for landowners and connecting cost share opportunities and grant opportunities offered by local, State, and Federal agencies to interested landowners and Fire Safe Councils. Lastly, this position will work with SRCD staff and partners to organize multiple annual workshops and demonstration field days related to home hardening, defensive space, native plant use, erosion control, targeted fuel reduction, and habitat restoration.

The person in this position must be civic-minded and enjoy interacting with diverse communities; work well with a dynamic and collaborative team, as well as independently; and have strong time management and organization skills. The Conservation Project Manager reports to the Executive Director and may assist with oversight of volunteer crews and contractors on periodic field days.

Work Hours

To perform assigned duties, the employee will be required to work a mixture of evening and day hours, in the field and in the office. The regular work time will occur within the hours of 8:00am and 5:00pm Monday through Friday, with periodic night and weekend obligations.

Essential Duties and Responsibilities

Fire Safe Council Coordination (50%)

Job announcement for **Conservation Project Manager**

- Facilitate the establishment and support of regional Fire Safe Councils within Solano County.
- Work with Solano RCD staff and partners to establish and coordinate the Solano County Fire Safe Council.
- Work with partners to create the Solano County Community Wildfire Protection Plan.

Technical Assistance and Workshops (35%)

- Work with landowners and partners to provide pre- and post-fire technical assistance such as fuel and vegetation management plans or post-fire recovery plans.
- Work with landowners and partners to create conservation plans and connect landowners to funding and additional resources.
- Work with landowners and partners to organize and facilitate informative workshops related to home hardening, defensive space, targeted fuel reduction, native plant restoration, and erosion control.
- Prepare and deliver presentations to diverse groups including project partners, funders, interest groups and the SRCD Board of Directors.

Administration and Miscellaneous (15%)

- Manage and administer grant funds. Work includes grant contracting, site design, quarterly progress reports, and quarterly invoicing.
- Work as a team member writing grants to State and Federal agencies for targeted habitat restoration and watershed assessment grant projects.
- Other duties as assigned by the Executive Director or Deputy Executive Director.

Minimum Qualifications

Education: Bachelor's Degree from an accredited college or university in ecology, biology, environmental science, or similar field;

Experience: Seven years of relevant professional work experience in outreach and community engagement on topics such as wildfire prevention and post-fire recovery, resource management, habitat restoration, etc. Previous project management experience required. A graduate degree may be substituted for two years of experience.

Desired Qualifications

- Master's Degree from an accredited college or university in related field
- Hands-on experience implementing vegetation/fuels management, erosion control, or habitat restoration practices
- Experience coordinating meetings and workshops virtually, in the classroom, and in the field
- Strong public speaking and written communication skills and the ability to work with a variety of people with diverse interests and temperaments
- Experience writing prescriptions or plans to manage fuels, vegetation, or forests
- Knowledge of wildfire ecology and behavior
- Strong time management, organization, and prioritization skills
- Basic understanding of the natural and cultural history of Solano County and the water resources of the region
- The ability to speak, read, and/or write in a language other than English
- Proficiency with Microsoft Office

Conditions of Employment

- Must be able to work in a variety of environments, including sitting inside at a computer for long periods of time, and standing/walking outdoors in extreme temperatures as well as on uneven terrain.
- Must be a team player with an ability to work with staff, Board members and local landowners who have a diverse range of backgrounds, motivations and interests.
- Must have and maintain a valid California Class C Driver's License and have personal liability insurance.
- Must be able to lift, bend, stoop, kneel, and carry heavy objects up to 50 pounds.
- Employment at the Solano RCD is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District.

Compensation and Benefits

This position is an exempt, 100% full-time equivalent position. Solano RCD's current compensation rate for full time managers ranges from \$61,000 to \$76,000 per year. There are seven steps within this salary range and the successful applicant's starting position within this range will be based upon experience and education. There are medical, dental, vision, and vacation benefits included as part of employment. Retirement benefits are available upon completion of a six (6) month probationary period.

How to Apply

Submission: Submit a cover letter describing your interest in the position and a detailed resume with three professional references to Caitlyn Morrissey at caitlyn.morrissey@solanorcd.org by **5:00PM PST October 15, 2021**. Mailed application materials are also accepted but must be postmarked by the submission deadline.

Notification: All applicants will be notified of the status of their application via email, generally within two to three weeks after the closing date.

Selection Process: The application materials for applicants meeting the minimum qualifications will be reviewed by a screening panel to select the best qualified for testing or interview. Solano RCD reserves the right to set up a written test, performance test, and/or other assessment procedures before or after the interview process. Possession of minimum qualifications does not guarantee an interview or invitation to test.

Special Testing Arrangements: If you require special arrangements due to a verified disability or medical condition, please contact Caitlyn Morrissey at (707) 678-1655 x 3.

Solano Resource Conservation District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other status covered by local, state, or federal law. Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve.