



## ALAMEDA COUNTY RESOURCE CONSERVATION DISTRICT

### JOB DESCRIPTION

Title: **Resource Conservationist II/BIOLOGIST** Updated: May 2017

Salary Range: \$59,928 - \$74,910 FSLA Status: Exempt  
Starting point in range dependent on qualifications and experience. If an exceptionally qualified candidate is hired, they may be considered for a salary level increase.

Probationary Period: 6 months

Reports to: Executive Officer

#### **Position Description:**

The Alameda County Resource Conservation District (ACRC D) is looking for an experienced, enthusiastic qualified biologist to manage multiple restoration projects throughout Alameda County, assist with field-based project implementation, actively support and implement revenue development efforts, and support the ACRC D's partnership with the USDA Natural Resource Conservation Service. We offer a proven record of successful grant applications and project management and support opportunities. All staff work on a wide array of projects and programs within an experienced and supportive organization.

The Biologist position is a Resource Conservationist II (RCII) level. This position requires the ability to analyze and solve complex problems related to biology, natural resources, conservation, watershed management, agriculture, grazing lands management and related Conservation Partnership focus areas. In addition, a Resource Conservationist II makes a variety of recommendations concerning the optimal management of natural resources.

This is a general position description for all Resource Conservationist II positions that specifically includes a detailed description of Biologist responsibilities. Other RCII positions may have alternative titles and responsibilities reflective of the focus area(s) of the programs and funding sources that supports the position.

## Education and Experience

- Bachelor's degree in Biology or related field required. Advanced degree preferred
- Three years of experience in a field related to the District's scope of work, i.e. agriculture, biology, ecology, restoration, natural resources management.

## Technical Requirements:

- **As the ACRCDD's Qualified Biologist**, design and implement vegetation and wildlife surveys, and act as the on-site biological monitor for project implementation. Apply for appropriate state and federal permits, and ensure permit compliance throughout the duration of projects. Work on projects with special considerations for protected species.
- Significant biological field work experience required. U.S. Fish & Wildlife Service Qualified Biologist required for construction and restoration monitoring. Possess or have ability to quickly obtain a federal 10(A)(1)(a) permit for amphibians and any federally-listed species the District may work with.
- Support grazing management and other agricultural planning.
- Apply for and comply with permits for /from U.S. Army Corps of Engineers, Regional Water Quality Control Board, CA Department of Fish & Wildlife, and U.S. Fish & Wildlife Service.
- Lead work of ACRCDD project staff as needed and direct field crews in compliance with permit conditions for special status plants and wildlife and comply with mitigation measures pursuant to NEPA/CEQA permit conditions.
- Possession or rapid ability to obtain a CDFW scientific collecting permit.
- Pond restoration and permit compliance. Survey stock ponds for amphibians.
- Stream restoration and monitoring.
- Ability to learn how to develop and implement Voluntary Local Programs.
- Coordinate with regulatory agencies, clients, resource agencies, environmental and technical staff to prepare environmental documents and implement mitigation and monitoring programs.
- Identification skills for common California native & invasive species (plant and animal), with specific knowledge of species of importance in Alameda County.
- Verifiable experience working with California red-legged frog and California tiger salamander, along with other listed species.

- Valid California Driver's License and proof of current car insurance. Have vehicle available as office is in rural Livermore and no public transportation is available.
- Proficiency in the Microsoft Office suite of products, other basic office software applications and web-based communications.
- ArcGIS skills desirable
- This list of technical requirements may not be all inclusive.

### **Qualifications/Responsibilities:**

To perform this position successfully, the individual must be able to perform each essential duty described in the Job Description satisfactorily and accurately. The following skills and competencies reflect the position requirements:

- **Technical Resource:** Strong working knowledge and understanding of natural resource and conservation related studies and assessments used for project work. Must possess advanced report writing, project implementation and fieldwork skills, with potential for increasing skill sets with guidance and assistance from staff and by pursuing appropriate training as needed.
- **Funding:** Possess significant successful experience in grant writing, contract work and business development. Develop awareness of projects and where funds are generated to meet the year goals through coordination with Executive Officer. Manage budget for each project to meet budget requirements. Capable of accurate project bidding. Ability to conduct or readily learn how to perform financial analysis of balance sheets and budgets including the capability to review and develop program and project budgets and comprehend funding requirements
- **Program and Project Management:** Oversee biological program delivery and project contracts. Provide project administration for assigned programs. May direct or lead staff including tracking staff time, documenting activities and progress, measuring results, and communicating any issues and concerns with Executive Officer. Independently perform project and program elements as assigned and approved by Executive Officer including program plans which include benchmarks, timelines and key resources required to complete a quality project. Initiate problem identification and resolution. Include metrics and timelines to ensure program is accomplished. Ability to conduct financial analysis of balance sheets and budgets including the capability to review and develop program and project budgets and comprehend funding requirements. Regularly communicate program milestones, timelines, staff involved and budget funding status/needs to Executive Officer.
- **Communication/Teamwork:** Work collaboratively and respectfully with a diverse array of clientele and partners, including coordinating with our partner, the USDA Natural

Resources Conservation Service (NRCS). Propose innovative ideas with consideration of District roles and capabilities.

- **Community Outreach:** Present professional image of ACRCDC in all meetings, positively espousing the mission, vision and values. Demonstrate refined presentation skills with ability to adapt to a wide variety of audiences including local land-managers and landowners, farmers, ranchers, local agencies, the public and the conservation community. Organization and coordination skills to oversee development and implementation of workshops and other education events.
- **Administrative Duties:** Proficient with all Microsoft Office suite of products and ability to generate PowerPoint presentations and excel. Excellent writing skills required. Track projects and report timelines and progress on an on-going basis. Work directly with Executive Officer and Board of Directors (as appropriate) on assigned project work. Perform other administrative tasks as assigned. Perform other duties as assigned.

### **Work Environment and Physical Requirements:**

Work performed takes place in an office and in the field. Fieldwork is a significant component of this position and may occasionally be conducted in a rugged environment with extremes in temperature. Position will require flexible work hours when necessary, including occasional evenings and weekends. Ability to travel to meetings and field trips, throughout Alameda County and CA, carry equipment up to 50 lbs. required.

At times requirement will be to drive from office to remote locations (in a provided 4 Wheel Drive vehicle), so capability to operate a vehicle is mandatory.

Strong benefits package including medical, dental, vision, vacation, holidays, sick time and 401K for employee contribution only. Training opportunities are available.

Annual salary increases or bonuses based on District's financial status and employee merit. Position longevity contingent upon continued successful grant and project funding.

Submit resume, references and cover letter to Katherine Boxer, Executive Officer, Alameda County Resource Conservation District, [katherine.boxer@acrcd.org](mailto:katherine.boxer@acrcd.org) no later than 5:00 p.m. Wednesday, June 21, 2017. Interviews will be held the last week of June.