



# JOB ANNOUNCEMENT

## Resource Conservationist II- Sustainable Agriculture Specialist

Full-Time Permanent Position

Alameda County Resource Conservation District, Livermore, CA

Closing Date: 5 p.m. November 6, 2019.

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### BACKGROUND

The Alameda County Resource Conservation District (ACRCD) is a Special District in Alameda County that works to implement and enhance local conservation efforts on private and public lands. Located in Livermore, CA, we partner with landowners and managers, local organizations, government agencies, and stakeholder groups to enhance resources on natural and working lands by providing education and outreach programs, technical assistance, conservation project management, and coordination with partners. The ACRCD works frequently on projects and shares an office with the Natural Resources Conservation Service USDA (NRCS).

We seek a committed, knowledgeable and energetic individual to join our team as a Resource Conservationist II 'Sustainable Agriculture Specialist.' (SAS). The ideal candidate will have knowledge of ecological and urban agriculture best management practices, familiarity with organic farming methods including compliance with National Organic Program standards, and experience working directly with farmers or on farms. The Sustainable Agriculture Specialist will have the desire and experience to develop innovative new programs and funding in support of the ACRCD's urban and AgPark program areas and will periodically have the opportunity to collaborate on other areas of work, including carbon farm planning, event and workshop management, and collaboration with the Natural Resources Conservation Service. A bachelor's degree is required with advanced degree desirable, along with diverse, relevant experience.

### TYPICAL DUTIES AND RESPONSIBILITIES

#### Management of the Sunol AgPark

Management of the San Francisco Public Utilities Commission (SFPUC) Agricultural Park, an 18-acre organic farm in Sunol, CA. The 'SAS' is responsible for helping the AgPark thrive by engaging constructively with multiple farmer tenants while facilitating ecological and management best practices. Duties include implementation of AgPark mission and vision as well as lease and policy compliance, and management of AgPark program budgets and contracting. The SAS will collaborate with the AgPark Advisory Committee, as needed, to inform strategic decision-making and interface routinely with SFPUC staff on aspects of site and program management. The SAS will be responsible for overseeing infrastructure maintenance and improvements including on-site natural resources such as the hedgerows and wildlife structures.

Though the Sunol AgPark is not a teaching farm, opportunities to provide informal technical assistance or to connect farmers with outside resources abound. The SAS will also be responsible for management of periodic public events, such as harvest festivals or plant sales, as well as workshops on topics related to small-scale organic agriculture, and quarterly farmer meetings.

The SAS acts as administrative coordinator for the AgPark's Education Program, including hiring of part-time teaching personnel, contracting of transportation for school children, and coordination with the Education Program manager. The SAS will be responsible for facilitating a positive and mutually beneficial relationship between AgPark farmers and the Education Program, including opportunities to participate in curriculum development and other aspects of public engagement.

The SAS will work collaboratively with Conservation Partnership (ACRCD and NRCS) colleagues, as well as SFPUC staff and farmers in making creative, educated recommendations regarding site and program enhancements and policy updates. He or she will undertake periodic review of programming and expenditures and provide an annual report to the SFPUC for inclusion in their overall Community Benefits report.

### Urban Agriculture

In recognition of growing interest and demand for urban farm and garden resources, the ACRCD is working in collaboration with NRCS and the University of California Cooperative Extension to provide enhanced technical assistance, workshops, and financial resources to stakeholders in the county. The SAS will administer our successful Urban Farm Mini-grant program and will participate in revenue development to support the expansion of our services to local urban farms

### Administrative Duties

Other duties associated with this position include budget management, invoicing, grant and contract reporting, participation in revenue development and strategic planning for ACRCD programs, assisting with hiring of new staff, and interfacing with the public and ACRCD partners. Knowledge of Microsoft and Google Suite is essential; ArcGIS is preferred.

### Additional Projects

The ACRCD is a fast-paced organization involved in numerous projects; the SAS will participate in other programs as appropriate including restoration of vegetation and fire mitigation. The SAS may also develop new projects with the approval of the Chief Executive Officer.

## **POSITION SPECIFICS**

### Minimum Qualifications

- Strong written, verbal and facilitative communication skills and ability to work constructively with a variety of people with diverse interests and temperaments
- Comfort acting in an oversight role and diplomatically undertaking enforcement of policies as needed
- Familiarity with irrigation system repair, and organic pest and weed management protocols; experience with tractor use and maintenance a plus.
- Willingness to work out-of-doors during all seasons, including climbing in and out of streams, lifting up to 25 pounds, carrying supplies and equipment as needed
- Strong computer and organizational skills including Word, Excel, PowerPoint, Outlook, Google docs, etc.
- Familiarity with ArcGIS and GPS
- Highly organized and motivated self-starter with the ability to work independently and as part of a team.
- Ability to meet contract deadlines, multi-task, and handle competing priorities
- Creative, “can do” spirit, flexibility, strong desire to learn, and sense of humor
- Valid California driver’s license and current auto insurance

This is a full-time (40 hour per week) at-will position with a 6-month probationary period, with a progress review at 3 months, and performance reviews at 6 months and 1 year for the first year, and annually thereafter. This position will report directly to the Chief Executive Officer. Salary starts at \$63,102, dependent on qualifications and experience. The ACRCD will consider education and experience in determining salary. Benefits include health care, dental, vision and 401(k) plan (no employer contributions.)

**APPLICATION INFORMATION**

To apply, please submit your resume, cover letter, and three professional references, including their positions and phone numbers (as a single file in MS Word or PDF format) to [hr@acrcd.org](mailto:hr@acrcd.org) no later than 5pm November 6, 2019.

*Interviews will be held November 19<sup>th</sup> and 20<sup>th</sup>. Start date will be no later than January 6, 2020.*

Do not submit documents larger than 2 MB. No images, graphics or photographs. No phone calls or drop-ins, please.

**Alameda County Resource Conservation District  
3585 Greenville Rd. Suite 2, Livermore, CA94550  
[www.acrcd.org](http://www.acrcd.org)**

*Equal Opportunity Employer*

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