



## ALAMEDA COUNTY RESOURCE CONSERVATION DISTRICT JOB DESCRIPTION

Title: **Project Assistant/Resource Conservationist I DOQ**

Open Recruitment: August 20, 2021

Salary Range: \$52,437 - \$74,910

FSLA Status: Exempt

Probationary Period: 180 days

Reports to: Chief Executive Officer

The mission of the Alameda County Resource Conservation District (ACRCD) is to provide leadership in the County and region in natural resources conservation and restoration, wildlife and habitat preservation, and agricultural enhancement through partnerships, education, outreach, resource services and technical expertise.

The ACRCD is actively seeking a **Project Assistant/Resource Conservationist I (DOQ) to assist with Stream Maintenance and Restoration** with a related education and employment background. We are looking for a candidate with experience and leadership that is an enthusiastic learner/quick study that in certain circumstances may self-direct and manage, prioritize, and track multiple projects/tasks with little supervision, and collaborate with senior and junior-level staff, partners, and professionals from other disciplines. The ACRCD's Stream Restoration Specialist will be providing on the job training in this important position, to the extent necessary to ensure the selected employees knowledge and abilities efficiently supports the City of Livermore's enhancement of program logistics while concurrently achieving stream maintenance and restoration goals.

This position will assist with a variety of other ACRCD projects. The District offers a collaborative, and amiable working environment and offer employee professional development/training opportunities.

## **Position Description and Responsibilities:**

The Project Assistant/Resource Conservationist I will provide assistance to the Stream Restoration Specialist to provide project services including managing stream maintenance and restoration projects, maintaining budgets, schedules, partner communication, quality control, and support stream assessments, plant and/or wildlife surveys, technical reporting, aquatic resource permitting, maintenance and restoration planning, and post-restoration vegetation monitoring. Other assignments will assist other Resource Conservationists II and III projects. The ideal candidate will possess a skillset that combines technical planning and permitting experience, effective verbal and written communication, sound decision making skills, creative solutions to real-time challenges, and the ability to professionally communicate both orally and in writing, to management personnel from two agencies.

Project responsibilities include the planning, permitting, and implementation of stream maintenance and mitigation projects that involve addressing flood management concerns and developing plans while prioritizing impact mitigation and ecological enhancement. The position requires communication with a broad range of professionals including regulatory agencies, hydrologic engineers, scientists, contractors, and City maintenance staff. Vigilance and attention to detail is a must to conduct and collect data on the City's streams and stormwater conveyance structures. A balance of office and field work is associated with this position. From a seasonal perspective, most of the office work occurs in the fall and winter with field work is primarily conducted in the spring and fall months. An approximate estimate of the office to field work ratio is 60 percent office and 40 percent field. Fieldwork may occasionally be conducted in a rugged environment with extremes in temperature. The position will require flexible work hours when necessary, including occasional evenings and weekends. Repetitive hand use and close, eye/hand coordination is required. Ability to travel to meetings and field trips, throughout Alameda County, and carry equipment up to 50 lbs. is required.

## **Desired qualifications:**

- Minimum one year of professional experience (may be combined months in seasonal positions)
- Bachelor's degree or higher in biology, ecology, natural resource management, or related field

- Attention to detail, strong organization skills, ability to work with a team and independently, and strong written and oral skills
- Background in plant or wildlife ecology, wetland ecology, soil science, or restoration ecology is a plus
- Knowledge of locally sensitive plant and wildlife species and communities is valuable
- Some familiarity preparing aquatic resource delineation reports and permit applications (academic exposure is acceptable)
- Experience assisting with stream restoration and maintenance projects preferred
- Proficient with Microsoft Word and Excel
- Able to navigate stream corridors
- With direction, assist the Stream Restorationist apply for and comply with permits from the U.S. Army Corps of Engineers (404, RGP, NWP), Regional Water Quality Control Board (401), CA Department of Fish & Wildlife (1600 and ITP), and U.S. Fish & Wildlife Service (Biological Opinion).
- Additional formal and informal training will be available.

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

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. A strong benefits package including medical, dental, vision, vacation, holidays, sick time and 401K (for employee contribution only) is provided by the ACRCDC. Annual salary increases and bonuses are based on the District's financial status and employee merit. Position longevity is contingent upon continued successful grant and project funding.

Please submit your resume, references and cover letter to Katherine Boxer, Chief Executive Officer, Alameda County Resource Conservation District, [katherine.boxer@acrcd.org](mailto:katherine.boxer@acrcd.org) no later than 5:00 p.m. September 17, 2021. Interviews will be held on September 28<sup>th</sup> and 29<sup>th</sup>. Position will remain open until filled.