



POSITION DESCRIPTION For CONSERVATION PROJECT MANAGER

INTRODUCTION

The Conservation Project Manager is a full-time position with the Riverside-Corona Resource Conservation District in Riverside, CA. The Conservation Project Manager assists the Assistant District Manager with various restoration projects; In Lieu Fee Programs; other; and other programs and projects as well as project management and related activities.

DUTIES

1. Assists with the California Rapid Assessments (CRAM) and/or Releve methods on mitigation, In Lieu Fee Program and other related sites.
2. Assists with development of initial site assessments for use in CDFW, ACOE and other mitigation and restoration projects.
3. Assists with development of In Lieu Fee Program Annual Report, site assessments, development, interim and long term management plans and upload credits to RIBITs.
4. Assists with the development of the California Department of Fish & Wildlife (CDFW) Annual Reports and other annual reporting.
5. Assists with soil testing program.
6. Monitor and manage restoration projects assigned, including but not limited to, compliance monitoring, weed control, site inspections, data collection, etc.
7. Assist with wetland delineations, seed collection and soil testing for conservation easement and fee-title sites.
8. Assists with GIS program for tracking project milestones and developing maps.

9. Develops file and information systems including but not limited to inputting expenses for restoration project areas and on conservation easements and fee-title lands.
10. Assists with nursery operations and seed collections as needed.
11. Performs other duties on projects or special programs as requested by the Assistant Manager and the District Manager.

BASIC REQUIREMENTS

1. Knowledge of the principals, practices and techniques of maintaining and monitoring conservation easements, open space and basic species identification and monitoring on natural lands and riparian habitats.
2. Basic knowledge of plants, animals and aquatic environments.
3. Degree in Agronomy, Environmental Science, Botany, Ecology, Horticulture or related field.
4. Must have good oral and writing skills.
5. Basic computer program operation in Word, Excel, PowerPoint and ArcView GIS.
6. Must be able to lift 50 lbs, walk on uneven terrain, stand and sit for long periods of time and work outdoors in adverse weather conditions.
7. Ability to get along with others on a team.
8. Must be able to work some longer days, nights and weekends.
9. Posses a valid California Driver's License.

SUPERVISION

The Conservation Project Manager is under the direct supervision of the Assistant District Manager who will provide direction and training. The District Manager will resolve conflicts in assignments or scheduling as needed.

SALARY RANGE

\$28.50- \$33.50 per hour, full-time with benefits after six-month probationary period.