



Midpeninsula Regional Open Space District

RESOURCE MANAGEMENT SPECIALIST I/II

DEFINITION

Under direct or general supervision, provides a wide range of activities in the management, enhancement and protection of the District's natural and cultural resources, including overseeing and managing resource preservation and protection projects and programs, resource monitoring, coordinating land use programs and writing land use management plans, and conducting literature searches, analysis, and field observations to assess the status of natural and cultural resources and resolve issues; coordinates resource management efforts among other District staff and outside consultants, contractors and regulatory agencies; provides professional advice and assistance to the other District staff, organizations, governmental and regulatory agencies, and the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Resource Management Specialist III and/or Senior Resource Management Specialist. Exercises no direct supervision over staff. May provide technical and functional direction over lower-level staff, interns, and/or volunteers.

CLASS CHARACTERISTICS

Resource Management Specialist I: This is the entry-level class in the Resource Management Specialist series. Incumbents at this level are expected to have limited work experience. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, assignments become more varied and are performed with increasing independence. This class is distinguished from the Resource Management Specialist II classification in that the latter is the first fully experienced classification capable of working independently on individually assigned resource management projects, whereas this class is typically assigned to small scale projects or to support larger scale projects that are managed by more experienced resource management staff.

Resource Management Specialist II: This is the journey-level classification in the Resource Management Specialist series responsible for performing the full range of duties required to plan, develop, and coordinate the District's resource management programs. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. Successful performance of the work requires coordinating work with other District departments and public agencies as well as frequent interaction with tenants, contractors, consultants, and the general public. This class is distinguished from the Resource Management Specialist III in that the latter provides lead direction to resource management staff and/or advanced specialized expertise in resource management issues that is applied to the administration and management of large, complex, and diverse projects or a focused area of responsibility.

Positions in the Resource Management Specialist I and II class series are flexibly staffed based on skill and experience. Advancement from the I level to the II level requires at least two (2) years of experience at the I level and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates projects and programs involved in the management, enhancement and protection of the District's natural and cultural resources by assessing their status through field observation and research.
- Conducts research and gathers scientific information regarding site conditions; surveys field sites for flora, fauna, and other wildlife; assists in the analysis of environmental impacts of projects and recreational use on District land; assists in the development and implementation of resource management restoration plans for specific areas and preserves.
- Works closely with tenants on District properties to ensure that they are complying with the natural resource management terms and protections required in leasing agreements.
- Coordinates assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures within the assigned purchasing authorization level; recommends adjustments as necessary for approval.
- Compiles information for a variety of studies and reports; develops recommendations and prepares detailed technical summaries, statistical reports, and geographic and other informational materials for the staff and public related to natural and cultural resources.
- Monitors rangeland, forest and other habitat health conditions, including conducting wildlife surveys, residual dry matter evaluations for grazing lands, and developing plans for vegetation management projects.
- Provides technical assistance on assigned resource management projects and to field staff, interns and volunteers.
- Participates on project team(s) to provide resource management support other departments with their projects; works with GIS staff to develop and maintain resource inventories of District land.
- Manages databases regarding baseline conditions of natural resources; monitors and measures changes in conditions.
- Assists in the preparation and development of grant applications; provides necessary documentation to the Grants Program for administering grants and monitoring grant reimbursements; prepares related reports.
- Develops, administers, and monitors professional consulting and other contracts; directs contractors' work in the field; reviews contracts and consultants' work to authorize payments.
- Participates in a variety of public meetings; responds to questions and inquiries from the general public regarding resource management issues; conducts interpretive tours for docents, volunteers, neighbors or interested groups.
- Prepares and presents staff reports to the Board of Directors, and various other committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings and meetings.
- Confers with and advises District staff, the Board, and the general public regarding District natural resource management policies and standards; provides and clarifies natural resource information and natural resource compliance requirements relative to permits, regulations, environmental compliance, Board policies, and other requirements.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of natural and cultural resource management as they relate to the area of assignment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles and practices of one or more of the following disciplines: land management, biology, geology, earth sciences, ecology, wildlife and vegetation management, hydrology and water resources management, archaeology, environmental sustainability, and cultural resources management.
- Principles and practices of resource management and site planning.
- Practices of researching resource management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports and conducting effective visual and oral presentations.
- Flora, fauna, geological, aquatic and archaeological resources of California, specifically those found on District preserves.
- Methods and techniques of resource protection and restoration.
- Methods and techniques of research, analysis, and report preparation and formal presentations.
- Procedures used in conducting and documenting field observations and monitoring programs.
- Basic principles of project budget preparation and control.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to natural resource management.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Principles of statistical methods and their application to resource management.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Interpret resource management programs to the general public; identify and respond to issues and concerns of the public, other District staff, the board and committees.
- Conduct research projects, evaluate alternatives, and make sound recommendations.
- Assess status of natural resources through field observations.
- Monitor changes in natural resource conditions and determine causes.
- Identify and survey local common and rare plants and wildlife species of Central California Coast.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District planning policies and procedures.
- Read and understand technical drawings and specifications.
- Interpret and prepare findings and conclusions using GIS data, maps, assessment reports, field notes, site tours, expert consultations, etc.
- Perform field measurements and mathematical calculations with precision and accuracy.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.

- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Resource Management Specialist I/II: Equivalent to graduation from an accredited four-year college or university with major coursework in ecology, biology, wildlife, or a related field. Plus, the following for each level:

Resource Management Specialist I: No experience is required. One (1) year of experience in evaluating, surveying, or monitoring of natural resource systems is highly desirable.

Resource Management Specialist II: Two (2) years of increasingly responsible experience in evaluating, surveying, or monitoring of natural resource systems.

Licenses and Certifications:

- Possession of a valid California Driver’s License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2011
REVISED: October 2023
FLSA: Non-Exempt