



## Midpeninsula Regional Open Space District

### **SENIOR RESOURCE MANAGEMENT SPECIALIST**

#### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex professional and technical support related to programs and activities in the management, enhancement, and protection of the District's natural and cultural resources; manages the effective use of assigned resources to improve organizational productivity and customer service; coordinates resource management efforts among other District staff and outside consultants, contractors and regulatory agencies; provides highly complex and responsible support to management in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Natural Resources Manager. Exercises general supervision over professional, technical, and administrative support staff.

#### **CLASS CHARACTERISTICS**

This is the highest-level classification in the Resource Management Specialist series that provides advanced specialized expertise in natural resource management and protection programs. Incumbents make decisions of critical impact involving the development and implementation of policy and/or long- and short-term goals and objectives for assigned projects and programs. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day resource management activities and is responsible for providing professional-level support to assigned management staff in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments and public agencies. This class is distinguished from the Natural Resources Manager in that the latter has overall management responsibility for all operations programs, functions, and activities and for developing, implementing, and interpreting public policy.

#### **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.*

- Assumes management responsibility for natural resource management functions and activities, including surveying biological conditions in the field, evaluating and preparing environmental reports, and designing and implementing ecological restoration projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees budgets for the assigned function; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

- monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Natural Resources Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; leads and conducts internal affairs investigations.
  - Researches and compiles information for the preparation of use and management programs and projects for District preserves; conducts or directs field or background research; meets with outside agencies/Agency personnel, field staff, members of the public and neighbors to solicit input and identify concerns, problems and opportunities.
  - Oversees research regarding site conditions, protection, and restoration; surveys field sites and analyzes environmental impacts of projects and recreational use on District land; implements restoration projects for specific areas and preserves.
  - Surveys and prepares descriptions of natural resources in preserves; provides recommendations regarding rare species protection and invasive species control.
  - Manages staff working with tenants on District properties to ensure that they are complying with the terms of leasing agreements, and Federal, State, and local grazing rights, rules, and regulations.
  - Compiles information for a variety of studies and reports; develops recommendations and prepares detailed technical summaries, reports, and informational materials for the staff and public related to natural resources.
  - Oversees the development of consultant requests for proposals, advertising, and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.
  - Meets and confers with contractors, a variety of outside agencies, and the general public in acquiring information and coordinating assigned projects and programs; provides information regarding District resource management policies and procedures.
  - Prepares, reviews, and completes various reports, including Board agenda reports and resource management project related documentation and correspondence.
  - Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
  - Serves as a liaison for assigned function to outside agencies, neighborhood groups, and concerned citizens; performs a variety of public relations and outreach work related to assigned activities.
  - Provides highly complex staff assistance to the Natural Resources Manager; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Directors and various commissions, committees, and boards; provides staff support to commissions, committees, and task forces, as necessary.
  - Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to natural resource management programs, policies, and procedures.
  - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of natural resource management; researches emerging products and enhancements and their applicability to District needs.
  - Monitors changes in regulations and technology that may affect assigned programs and projects; implements policy and procedural changes after approval.
  - Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, project management, and the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Operations, services and activities of natural resource management and protection programs.
- Advanced principles and practices of resource management.
- Advanced principles, practices and trends in environmental analysis and preservation.
- Contract management practices in a public agency setting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to open space protection and management.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical resource management projects and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Organize, implement, and direct assigned natural resource protection and preservation activities.
- Evaluate and develop improvements in procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- 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.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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:*

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental design, natural resource management, ecology, biology, or a related field, and five (5) years of increasingly responsible experience in natural resource management preferably in parks, open space, or related field, including at least three (3) years of experience supervising staff, consultants or contractors. A Master's Degree is desirable.

**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: November 2024  
FLSA: Exempt