

**Lake County Resource Conservation District
Job Announcement**

The Lake County Resource Conservation District (LCRCD) is a Special District of the State of California dedicated to locally-led, sustainable conservation and stewardship of natural resources and agriculture in Lake County, California. The LCRCD is seeking a Project Manager.

Job Title: Project Manager **Application Closing Date:** April 1, 2022

Position: Part-Time, 20 Hours per Week, Non-Exempt, At-Will

Wage: \$28 - \$32 per Hour, Depending on Experience, Paid Monthly

Location: Lake County, California; May Work Remotely with Occasional Project Visits

Reports To: Lake County Resource Conservation District Board of Directors

Essential Duties of the Project Manager:

- Solicit, write, and oversee the development of grant and contract proposals with the goal of increasing district capacity and expanding the role of the district in agriculture, forestry, disaster recovery, wildfire resilience, and climate adaptation.
- Implement and oversee related projects including contracts with federal, state, and local agencies.
- Monitor continuous contract compliance, composing and completing written reports as required. Provide periodic progress reports and special reports on grants to funders, Directors, and other parties, serving as a designated liaison.
- Ensure that project deliverables are completed on time and on budget.
- Represent LCRCD to the media and other groups/committees in connection with these projects.
- Establish, maintain, and strengthen working relationships with government officials and their staffs at the local, tribal, state, regional, and federal levels, as well as non-profit organizations and the public/community.
- Expand the role of LCRCD to embrace and serve historically underserved populations.
- Coordinate activities with numerous partners that share a common interest in protecting, conserving, and enhancing natural resources.
- Represent LCRCD at relevant events and meetings, including some evenings and weekends.

Desired Qualifications: The requirements listed below are representative of the experience, skills, and abilities desired.

- Experience in project management with additional knowledge of and technical expertise in the fields of agriculture, forestry, disaster recovery, wildfire resilience, and/or climate adaptation.
- Experience working under, writing, and managing multiple grants simultaneously.
- Experience working under the requirements of the California Environmental Quality Act (CEQA).
- Excellent people skills, ability to work effectively with a diversity of stakeholders with varying priorities.
- Excellent communication skills (written and verbal).
- Professional knowledge of a full range of relevant concepts including community-based planning, resource planning on a watershed scale, economic development, environmental enhancement, and social issues to prepare, appraise, analyze, evaluate, and implement

project plans. Training in natural resources management, social sciences, community and regional planning, business administration, planning, or other related fields.

- Knowledge and ability to use ESRI GIS, Microsoft Office, internet, database, and spread sheets. Ability and willingness to learn new programs.
- Ability to work independently, establish work priorities, and manage time effectively.
- Physical ability to investigate, implement, and conduct field inspection of on-the-ground field activities.
- Possession of a valid CA driver's license, good driving record, and proof of insurance.

Education and Experience:

- Two years professional experience, including two years in the capacity of managing conservation and restoration projects or bachelor's degree in the natural sciences, agriculture, engineering, or resource-related public administration.
- A working knowledge of issues related to natural resource protection and water quality in Northern California. Proficiency with word processing, spreadsheet, GIS, and presentation software. Ability to manage multiple projects and make public presentations.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. Some of the work performed is outdoors and the temperature can be very cool to very warm. There may be some walking on uneven terrain, up-hill or down-slope with rocks and other debris. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Project Manager's job.

Salary, Hours, and Commencement of Work

The starting wage range for this position is \$28-32 per hour based on qualifications. This is a part-time, non-exempt position expected to be 20 hours/week with no fixed schedule, starting directly upon hiring. Due to COVID-19, the Project Manager will work remotely. The position of Project Manager is funded through LCRCDC general funds, but is expected to become self-sustaining through grant funding within 18 months.

Application Instructions

To apply, please provide a cover letter, resume, and contact information for three references. Applications may be sent electronically to Victoria Brandon at info@lakercd.org. Applications will be evaluated after the closing date of 1 April, 2022.