



WATERSHED RESTORATION PROGRAM MANAGER

LAKE COUNTY RESOURCE CONSERVATION DISTRICT

The Lake County Resource Conservation District (LCRCD) is dedicated to the locally led, community-driven conservation and restoration of Lake County's natural and working lands. LCRCD is an independent Special District of the State of California governed by Division 9 of the Public Resources Code and led by an Executive Director and 7-member Board of Directors. LCRCD combines the accountability and transparency of a public agency with the flexibility and non-regulatory approach of a non-profit organization. This nimbleness allows LCRCD to adapt to the ever-changing needs of Lake County's communities, build trusted relationships, and act as the crucial bridge that connects landowners with technical and financial assistance.

LCRCD works collaboratively with Tribes, private landowners, non-profit organizations, local government, and state and federal agencies. LCRCD currently hosts four programs; (1) Forest Health; (2) Sustainable Agriculture; (3) Watershed Restoration; and (4) the Lake County Fire Safe Council. See lakercd.org (significant update underway) and LCRCD's Fiscal Year 2024-2025 [Annual Report](#) for more information.

POSITION DESCRIPTION

Lake County is defined by three primary watersheds: (1) the Cache Creek Watershed, which contains the outflow of Clear Lake; (2) the Putah Creek Watershed, which is located directly south of Cache Creek and spans south past the county border with Napa County; and (3) the Eel River Watershed in the northern part of the county. The Cache and Putah Creek watersheds drain eastward to the Yolo Bypass, and the upper mainstem Eel River Watershed flows westward to the Pacific Ocean. These watersheds support a wide range of ecosystems across Lake County, and Clear Lake sits at the center of it all, providing habitat to the endemic Clear Lake hitch and other wildlife species.

One of LCRCD's primary organizational goals is healthy watersheds that support wildlife and communities in Lake County. Towards this end, the Watershed Restoration Program Manager will be responsible for leading LCRCD's Watershed Restoration Program, including managing multiple projects and grants, supervising program staff, and working closely with the Executive Director and partners on program development activities. The strategic goals of the Watershed Restoration Program include the following:

- Plan and implement riparian and wetland restoration projects that support improved habitat for the threatened Clear Lake hitch and other important local wildlife species.
- Incorporate innovative restoration methods, including process-based restoration techniques.
- Advance a county-wide sediment control strategy to mitigate post-fire erosion from roads and fuels reduction treatments.
- Support efforts to reestablish native species and eliminate invasive species.

GRANT & PROJECT MANAGEMENT

The Watershed Restoration Program Manager will assist with critical grant and project management activities, including the following: consistently and reliably tracking progress on grant deliverables; ensuring compliance with county, state, and federal grant reporting and invoicing requirements, e.g., preparing quarterly reports; managing planning, implementation, and capacity-building projects at a variety of scales; and providing oversight of activities carried out by consultants and subcontractors. Depending on scopes of individual projects, additional activities could include the following: collaboratively developing grant- and project-specific work plans; coordinating workshops and outreach events; and developing Requests for Quotes/Proposals for contractors.

The immediate focus of this position will be on managing the following projects in Lake County with near-term opportunities to develop and secure funding for new projects:

- **Clearlake Oaks Revitalization Project, Phase 1A**, which includes managing a large team of subcontractors carrying out data collection and engineering activities en route to 65% design, leading community outreach and engagement efforts, and securing funding for subsequent phases of this ten-year planning and implementation initiative to restore the Clear Lake Keys and Schindler Creek.
- **Goatsrue Control Project**, which includes ongoing goatsrue eradication efforts in Eightmile Valley in collaboration with the Ukiah Field Office of the Bureau of Land Management, Lake County Department of Agriculture, Mendocino County of Agriculture, the Tribal EcoRestoration Alliance, and California Conservation Corps.
- **Kuhlanapo Wetland and Hitch Habitat Reconnection Project**, which includes breaching an obsolete levee, restoring 32 acres of historical wetland at the Lake County Land Trust Kuhlanapo Wetland Preserve, and reestablishing hydrologic connection to 120 acres of functional floodplain habitat.
- **Middletown Phase II**, which consists of the establishment of 12 acres of oak woodland at Middletown Trailside Park, which burned in the Valley Fire, and managing tree planting and maintenance activities.
- [PENDING AWARD] **Scotts Creek Sediment Reduction and Habitat Enhancement Planning Project, Phase 1**, which will include the development of a design plan for sediment reduction and stream restoration actions to reduce sediment transport to Clear Lake, stabilize stream channels, and enhance spawning habitat for the Clear Lake hitch.

STAFF SUPERVISION

The Watershed Restoration Program Manager will work with program staff to ensure the successful delivery of programming and be responsible for supervising 1-2 staff members. Supervisory activities include: conducting regular check-ins, coordinating daily workflows, and assigning tasks; ensuring program staff adhere to LCRCDD policies and procedures; completing regular performance evaluations and providing constructive feedback as necessary; and working with staff to support them in identifying and reaching their professional development goals.

PROGRAM DEVELOPMENT

The Watershed Restoration Program Manager will work closely with the Executive Director to develop and expand the Watershed Restoration Program. This includes identifying funding opportunities; collaboratively developing project concepts and grant proposals for both planning and implementation funding; building partnerships with Tribes, non-profits, local government, and state and federal agencies; and positioning the program to achieve the strategic goals identified in LCRCDD's strategic plan.

SKILLS AND QUALIFICATIONS

REQUIRED QUALIFICATIONS

- Bachelor's degree or coursework in environmental science, natural resources management, water resource science, restoration ecology, hydrology, engineering, or related field or work experience that provided similar foundational knowledge
- Experience with grant management and reporting, particularly state and federal grants
- Excellent interpersonal skills and the ability to establish and maintain effective working relationships with LCRCDD's Executive Director, program staff, partners, and community members
- Excellent written and verbal communication skills
- Skilled at creative, collaborative problem-solving
- Proficiency in a variety of workplace software programs, including Google Workspace (Gmail, Drive, Sheets, etc.) and Zoom
- Valid driver's license and good driving record
- Desire to embrace the purpose of LCRCDD, including a commitment to diversity, equity, and inclusion

PREFERRED QUALIFICATIONS

- Experience at a public agency or non-profit organization
- Experience working with Tribes or willingness and desire to learn
- Experience working with low-income and/or under-resourced communities or willingness and desire to learn

- Experience supervising and/or mentoring staff and proven success leading cross-functional project teams
- Proficiency with ArcGIS and map development
- Master's degree or coursework in environmental science, natural resources management, water resource science, restoration ecology, hydrology, engineering, or related field, or work experience that provided similar advanced knowledge

COMPENSATION & BENEFITS

- This is an exempt, hourly, full-time position (32-40 hours/week) with a pay rate of \$38.72-44.73/hour commensurate with experience.
- This is an at-will position and is fully funded for two years. Continued employment is contingent on performance and additional grant funding, expected through the actions of all staff.
- Benefits include:
 - 40 hours of paid sick leave annually
 - 13.5 paid holidays annually
 - Up to 120 hours of paid vacation annually (accrued based on hours worked)
 - 3% IRA match contribution
 - \$537 monthly health insurance stipend (with the potential to shift to employer-sponsored health insurance in Fiscal Year 2026-2027)

LOCATION

LCRCD is a hybrid organization. LCRCD has a central office located in Lakeport, and staff have the option of working remotely from home offices when appropriate (to be determined via discussion with the Executive Director). Field work, site visits, community meeting participation, conference attendance, and other in-person activities will occur regularly throughout Lake County and the region.

APPLICATION INSTRUCTIONS

Please submit a cover letter and resume to info@lakercd.org with the subject “Watershed Restoration Program Manager Application”. Applications will be accepted and reviewed on a rolling basis. The position will remain open until filled.

The Lake County Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply. It is the policy of LCRCD to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or national origin.