



## SHASTA VALLEY RESOURCE CONSERVATION DISTRICT

215 Executive Court, Suite A, Yreka, CA 96097, (530) 572.3120, [www.svr.cd.org](http://www.svr.cd.org)

### SHASTA VALLEY RESOURCE CONSERVATION DISTRICT Water Quality and Monitoring Project Manager

#### **Position Description:**

The Shasta Valley Resource Conservation District (SVRCD) is a Special District serving central Siskiyou County, California. Our mission is to work with interested landowners on a voluntary basis to enhance the management and sustainable use of natural resources in order to ensure the long-term economic viability of the community. The SVRCD service area covers 1.7 million acres including the Klamath watershed and all its minor tributaries from the California State line near Keno to below Happy Camp, the lower end of the Scott River, the entire Shasta watershed, and the Siskiyou County portions of the Sacramento watershed, McCloud watershed and Fall River watershed.

The Project Manager reports to the District Manager and Senior Project Managers and is responsible for the successful implementation of resource conservation projects that the District may undertake under contract with various agencies, organizations, and individuals. A bachelor's degree with a concentration in science or natural resources is desirable.

The project manager will assist with managing current water program funded projects and continue to work with private landowners to develop additional projects that will enhance water quality, salmonid habitat and assist private landowners in effective utilization of agricultural water uses in the Shasta Valley.

This is a Full-Time hourly position; pay rate is commensurate with experience and education. SVRCD staffing positions are 100% dependent on grant funding available to plan, implement and complete projects.

This is a great opportunity to engage in continued growth of a strong community organization while living in a rural community near the base of Mt. Shasta with abundant outdoor recreation opportunities. Enjoy biking, hiking, camping, skiing, and kayaking within minutes of your front door. We are conveniently located between the communities in southern Oregon of Ashland/Medford and a short distance from Redding to the south.

#### **DUTIES:**

1. Responsible for all aspects of project management including planning projects with willing landowners and funders, site visits, obtaining landowner agreements, and gathering necessary project assessment and analysis site information.
2. Responsible for successful completion of projects undertaken by the District, such as restoration, water efficiency, erosion control, fuels reduction, fencing, revegetation, and tailwater management projects.
3. Provides complete, accurate, and timely information updates to the District Manager, appropriate RCD staff, and RCD Board on the assigned project, verbally and in writing.
4. Supervises and inspects work performed by contractors and be available to advise



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contractors as needed or communicate with RCD on-site project manager performing supervision and inspection duties.

5. Tracks the requirements and timelines for reporting and deliverables as dictated in the project agreement for assigned projects.
6. Submits project invoices and communicate with Financial Manager to comply with financial requirements of assigned projects.
7. Prepares and submits progress, draft, and final reports as required for assigned projects.
8. Writes grants, reports and other documents. Ability to initiate simple projects with support from other staff.
9. Public speaking might include representing the District at meetings, workshops and other collaborative functions. Ability to present District projects and be a knowledgeable representative of the District.
10. Additional duties as assigned by the District Administrator to further resource conservation work in the District.

### **QUALIFICATIONS:**

1. A combination of higher education, experience and training in project management that provides the knowledge and ability to work cooperatively and independently developing and overseeing a variety of conservation projects. Minimum educational requirement is a A.A. (BS or BA preferred) or equivalent.
2. Displays strong written and verbal communication skills and presentation skills.
3. Experience in budget management and grant proposal preparation desired.
4. Proficiency in Microsoft Word and Excel.
5. Able to work collaboratively with staff, funders, individuals, organizations, and agencies.
6. Ability to adjust to changing priorities, benefit from training opportunities, learn about and embrace new programs and challenges.
7. Ability to perform physical labor, outdoors in rugged terrain and varying weather.
8. Knowledge of the Shasta Valley and its agricultural community desired. Willingness to work cooperatively with private landowners and agencies is essential.
9. Willingness to learn about and respect the District's mission, function and role and understand the value of teamwork on the job.
10. Possession of a vehicle, appropriate for highway and field use; valid driver's license, good driving record, and proof of insurance.

### **OFFICE LOCATION**

- Yreka, CA. Remote office locations will be considered.
- Field sites are generally within a 2-hour drive perimeter of Yreka.

### **CONDITIONS OF EMPLOYMENT**

This is an hourly, at-will position, not to exceed 40-hr work weeks and it is dependent on funding availability. Positions is and various employment benefits including paid time off, contribution to both a retirement program and medical benefits for full time employment.

### **How to Apply:**



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Please submit a resume, three references, and unofficial academic transcript(s), if applicable to Rod Dowse, SVRCD District Manager: [rdowse@svr.cd.org](mailto:rdowse@svr.cd.org).

Applications will be reviewed on a rolling basis and the position will remain open until filled