



Shasta Valley Resource Conservation District  
215 Executive Ct. Ste. A Yreka, CA 96097  
(530) 572-3120  
[www.SVRCD.org](http://www.SVRCD.org)

## **FORESTRY 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 includes the Klamath watershed and all its minor tributaries from the California State line near Keno to below Happy Camp, the entire portion of the Applegate River in California, 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 SVRCD is seeking a Forestry Project Manager to play a critical role in developing, implementing, and expanding the Forest Health Program. The Project Manager will guide the District's role in securing the values forests provide and maintaining fire-resilient communities. Siskiyou County is a rural, mountainous region, with a significant resource-based economy. The forests and mountains also generate critical water resources to the Sacramento and Klamath River systems, and locally for our agricultural economy and domestic supplies. The Project Manager will act as a liaison between the District, National Forests, California Department of Forestry and Fire Protection (CalFire), Siskiyou County, Fire Safe Councils, private timberland owners, and other stakeholders to facilitate sustainably managed watersheds and forests.

The Project Manager reports to the Forest Health Senior Project Managers, the District Manager and supervises no staff. The Project Manager will coordinate closely with the Forestry Program Manager, Forestry and Fuels Project Manager, and other SVRCD Staff to integrate the Forest Health projects into those programs. Find descriptions of current projects on our website: <https://www.svr.cd.org/forestry>

### **RESPONSIBILITIES**

#### Manage existing forestry program grants (75%)

The District was awarded several forestry grants and agreements to complete the following tasks, in collaboration with the Forestry and Fuels Project Manager and Forestry Program Manager:

- Help manage the various projects and programs within the District. Track the requirements and timelines for reporting and deliverables as dictated in the project agreements.
- Coordinate with the accounting department to ensure project invoices are accurate, submitted on time, and are in compliance with District and contractual requirements.
- Coordinate with CalFire, Klamath NF, other associate agencies and organizations, other RCD staff working on projects, contractors, and other stakeholders to facilitate tasks being accomplished on the ground.
- Manage and facilitate collaborative meetings with diverse partners and stakeholders to advance projects and maintain partnerships.
- Develop bid packets, advertise projects, and award contracts based on the SVRCD procurement policy. Administer and inspect contractors on fuel reduction, forest thinning, and culvert replacement projects.
- Oversee the District's responsibilities under project agreements, and to expand these partnerships.
- Assist with management of SVRCD forestry projects as additional grants become awarded.

### Project Development and Coordination (25%)

Work with local and regional partners to develop forestry and fuel reduction projects. These projects are expected to grow into larger responsibilities for the Project Manager, and will set the District's direction for future work with these partners.

- Develop Forest Watershed Health Improvement projects and prepare grant proposals to implement the projects. This task is expected to result in funding to support the Project Manager's position indefinitely after the current forestry grants expire.

### **MINIMUM QUALIFICATIONS**

- A combination of education, experience, and training in Forestry and/or other Natural Resources fields and project management that provides the knowledge to develop and oversee a variety of forest stewardship projects.
- A.A. Degree or equivalent experience in an applicable forestry or natural resources field.
- Ability to both take initiative to work independently to accomplish project deliverables and work cooperatively to build strong collaborative relationships in the region.
- Strong communication skills, both writing and speaking, organizational skills, and proficiency with standard computer software.
- Ability to adjust and adapt to changing priorities, leverage training opportunities, and embrace new programs and challenges.
- Ability and desire to work outdoors in rugged terrain, in varying weather conditions, and often alone.
- Possession of a vehicle, appropriate for highway and off-highway use. Valid driver's license, good driving record, and proof of insurance. Mileage will be reimbursed.

### **DESIRED QUALIFICATIONS**

- B.S. or M.S. in Forestry or other Natural Resources field of study
- Knowledge of Siskiyou County and its wood products industry
- Experience in timber sales, contract management, budget management, and cost estimation
- Experience in timber management operations and/or forest road construction in California.
- Knowledge and experience with California Forest Practice Rules
- Skills and experience in GIS and spatial mapping and analysis
- Ability to successfully apply for grant or other funding sources to maintain the forestry program.
- Diverse background in other natural resource fields such as botany, hydrology, soils, fire ecology, archeology, wildlife, fisheries etc.
- Experience in preparing and filing CEQA or other environmental compliance documents.
- Experience with community-based prescribed burning on private lands.
- Wildland firefighter credentials.

### **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 include hourly salary and various employment benefits for full time employment.

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

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