



Amador Resource Conservation District
12200 B Airport Road, Jackson CA 95642

VACANCY ANNOUNCEMENT

Natural Resource Technician/Project Coordinator

The Amador Resource Conservation District (ARCD) is currently accepting application for the position of Natural Resource Technician/Project Coordinator to provide natural resource technical assistance.

The ARCD is a local district of government that aids private landowners in addressing natural resource concerns. The ARCD works closely with the Natural Resource Conservation Service (NRCS). The ARCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a five-member, volunteer Board of Directors appointed by the Amador County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the County.

The Amador Resource Conservation District (ARCD) is seeking applications from an individual for an at-will employee to provide technical assistance to landowners and project coordination. The position could be full- or part time depending on the candidate's interest. The position is non-exempt temporary position, the position is expected to be at least a year long term, which is contingent upon available funding.

The position will be based at the USDA NRCS/ Amador RCD Office 12200 B Airport Road, Jackson CA.

General Job Description:

The Natural Resource Specialist will report to the ARCD Executive Director. This position will provide landowner technical assistance as well as coordination support for the ARCDs Forest Health and Fire Prevention Program. The purpose of the work, which typical consists of professional and administrative assignments, is to advise and motivate individuals and organized groups of landowners to address resource concerns on their forestland or other agricultural land and assist with coordination on current forest health and fire prevention projects. The Natural Resource Specialist prepares conservation plans including forest management plans to treat resource concerns identified during field inventory. This position will provide critical coordination and assistance on current and future projects that address forest health and fire prevention on single private properties as well as landscape scale projects. Coordination includes working with stakeholders, project partners, funding entities and ARCD team to plan and implement projects.

Required Qualifications:

- Bachelor or Master of Science Degree in Forestry, Soils, Agriculture, Environmental Science, or equivalent education and experience.
- Ability to lift up to 40 pounds and walk on uneven terrain for an extended period of time.
- Valid CA State driver's license and proof of insurance.
- Ability to pass security clearance; including reference check, background investigation, and/or criminal history inquiry in order for the employee to perform their duties with the NRCS. Employment will be contingent on successful completion of investigation.

Desired Qualifications:

- The ideal candidate would have a technical certification/professional license, though not required. Ideal technical certification/professional license includes Registered Professional Forester, Certified Conservation Planner, Licensed Landscape Architect, Certified Erosion and Sediment Control Specialist.
- Familiarity with forest practices, the Forest Practices Act and vegetation management machinery.
- Experience conducting resource inventories and analyzing the data for development of conservation plans.
- Experience developing forest management plans (FMP) or familiarity with the data components needed for an FMP.
- Knowledge and experience working with computers. Ability to type and use Microsoft Office. programs, including Word, Excel, Access and Publisher, and GIS software programs.
- Professional knowledge of a wide range of soil and water conservation principles, methods, and techniques sufficient to skillfully assess, analyze and evaluate environmental concerns
- Experience using surveying tools, forestry equipment and GIS/GPS.
- Knowledge and experience using standard office equipment, including copier, fax, phone system, and special equipment.
- Strong verbal and written communication skills.
- Strong customer service skills, including experience working with private landowners.
- Strong organizational and collaborative skills.
- Experience and knowledge of natural resources and agriculture in the California Foothills and/or Amador County.
- Preference given to candidates with experience working with NRCS software but not required.
- Strong ability to interpret and follow rules and regulations.

Duties:**Technical Assistance Roles/Responsibilities**

- Meet with private landowners to educate them about NRCS programs (and other funding sources as available), the planning process and the details of conservation contracting under the Environmental Quality Incentives Program (EQIP).
- Document existing conservation conditions on private forestland, cropland, pastureland and rangeland as well as landowner goals and objectives.
- Develop resource inventories, analyze data and develop alternatives related to conservation conditions. Provide qualitative evaluations of those conditions from which landowners can make resource treatment decisions for their forest or other agricultural lands.
- Provide technical assistance and related maps, utilizing NRCS software programs. Develop conservation plans including forest management plans with NRCS staff based on landowner decisions. Draft conservation contracts including cost share rates for appropriate practices to treat resource concerns primarily on forestland where dead tree removal is needed to reduce wildfire hazard.
- Develop practice implementation requirements for practices included in conservation contracts and provide verbal as well as field instructed guidance to ensure landowner understanding of requirements prior to starting work.
- Conduct inspections of completed work under conservation contract for payment.
- Conduct biological or cultural resource surveys as needed prior to Client starting work with surveys including those for migratory bird nesting.
- Perform other duties as assigned.

- Assist in developing information and educational products for the public and landowners.

Forest Health and Fire Prevention Project Coordinator Roles/Responsibilities

- Collaborate with partners and stakeholders to develop, fund, and implement forest health and fuel reduction, and other projects as needed such as: defensible space, strategic fuel breaks, prescribed burning, forest stand improvement, and invasive species removal and revegetation.
- Under the supervision of the Executive Director manage contractors implementing forestry projects including large landscape scale forest health, strategic fuel breaks, and fire fuel mitigation projects
- Under the supervision of the Executive Director manage contracts with funders, consultants, and subcontractors.
- Work with supporting staff to manage project budgets, invoicing, and reporting.
- Coordinate with project partners and consultants to develop environmental documentation and permits.
- Coordinate the development of project designs and logistics for project implementation.
- Provide oversight of implementation activities, including photo and biological monitoring.
- Grant writing and reporting.
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies.

WAGE: \$25/hour- \$30/hour Based on demonstrated experience.

Proposal Application and Submission:

Copies of this vacancy announcement are available on the Amador Resource Conservation District website at: www.AmadorRCD.org

Application Packet should include: Cover letter, resume, list of at least three work references, and your desired number of hours worked per week. Copy of Transcripts should be made available upon request.

Position is open until filled, position may be filled anytime during the application period. Application packets should be sent to the following email address: Dana@AmadorRCD.org

Selection is anticipated being made by May 20th, 2022

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If you have further questions about this Vacancy, please contact Amanda Watson at (209) 217-1090 or Amanda@AmadorRCD.org