



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

VACANCY ANNOUNCEMENT

Sacramento/Amador Water Quality Alliance (SAWQA) Program Assistant

The Amador Resource Conservation District (ARCD) is currently accepting application for the position of Sacramento/Amador Water Quality Alliance (SAWQA) Assistant to develop and carryout the SAWQA workplan and outreach plan while assisting members to meet regulation requirements. The Program Assistant will also help identify funding needs and potential sources to support education/technical assistance programs.

The ARCD is a local district of government that aids private landowners to address natural resource concerns. 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 ARCD is a dynamic not-for-profit entity, with staff who implement the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the County.

SAWQA was formed in 2005 by the Amador and Lower Cosumnes Resource Conservation Districts to provide agricultural landowners in the two counties a group option to comply with the Central Valley Irrigated Lands Regulatory Program (ILRP). The ILRP was initiated in 2003 to address discharge of wastes (e.g., sediments, pesticides, nitrates) from commercial irrigated lands. The goal of the ILRP is to protect surface water and groundwater for their beneficial uses. In 2012, the Central Valley Water Board extended the regulations to cover discharges to groundwater.

The Amador Resource Conservation District (ARCD) is seeking applications from an individual for an at-will employee to aid the SAWQA team and members in fulling regulation requirement and providing education opportunities. 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 Amador RCD Office is located at 12200 B Airport Road, Jackson CA. Work for this position in primarily in Sacramento County and most work can be done remotely.

Essential Functions:

This position is responsible for assisting members, developing and coordinating education efforts, outreach efforts and providing technical assistance on the SAWQA program. The position entails working with landowners, ARCD staff/contractors, partners, and stakeholders. The SAWQA Program Assistant will report to the ARCD Executive Director to develop communication strategies and develop successful partnerships to achieve community engagement.

Duties:

- Work with the SAWQA team to provide accurate and timely support to members of SAWQA.
- Keep up to date on local and statewide regulations that involve the Irrigated Lands Regulatory Program.

- Monitor and compile weekly reports of Coalition and SAWQA correspondence, consolidate information for reporting to the Executive Director and SAWQA team members.
- Prepare written monthly reports for the Amador and Lower Cosumnes RCD board meetings; be prepared to present reports to the boards as needed.
- Work to develop and implement annual SAWQA workplan and outreach plan.
- Coordinate outreach to the Sacramento/Amador Water Quality Alliance Members, including workshops, trainings, newsletters, membership requirement updates/mailings.
- Work within the Online Membership Database to help compile reports, input data, assist members with questions.
- Provide one-on-one assistance to members with paperwork via phone, email, and in-person.
- Organize, facilitate, and conduct SAWQA related outreach events, such as: annual membership meetings, pertinent educational workshops, trainings, field visits, etc.
- Assist with management of the RCD website with a specific focus on regular updates of SAWQA membership pages.
- Meet with private landowners to educate them regarding Irrigated Lands Regulatory Program, Healthy Soils Initiative, and the State Water Efficiency & Enhancement Program (SWEEP). Assist landowners in preparing applications to these programs (as funding is available), Sediment & Erosion Control Plans, Farm Evaluation Plans and Nitrogen Management Plans and Carbon Farm Plans.
- Coordinate and engage with the Amador Groundwater Sustainability Agency, and other groundwater management stakeholders within the Cosumnes Basin.
- Interact and maintain positive communications with numerous stakeholders (community groups, local, state, and federal agencies, educators, environmental and other non-governmental organizations, etc.).
- Identify funding sources and prepare funding requests to support RCD programs.
- Under the direct supervision of RCD staff, assist with other activities as needed, including landowner site visits, program evaluation, and data entry.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications

- 2-5 years of experience with progressive responsibilities in the field of agriculture, conservation, or another related field.
- Demonstrated experience developing and implementing conservation programs.
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and database management. Must be comfortable with technology and could produce neat correspondence, documents, and forms.
- Experience with public outreach, customer service, and conflict resolution.
- Willingness to work on some weekends and evenings.
- Valid CA State driver's license and proof of insurance.

Desired Qualifications:

- Familiarity with Amador and Sacramento County agriculture.
- An understanding of Conservation Districts, the Irrigated Lands Regulatory Program and Groundwater Sustainability Agencies.

- Demonstrated experience identifying and securing funding through grants and/or other funding mechanisms and managing budgets.
- Solution-oriented with strong interpersonal relationship skills to communicate, coordinate, problem-solve, and work effectively as a member of a team.
- Ability to apply learned knowledge rapidly while managing challenging situations
- Computer skills including knowledge of all Microsoft Office applications, website applications, and database management.
- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination.
- Ability to self-direct their work and to work cooperatively with others and can present themselves in a friendly and professional manner to the public.
- Skill in facilitating meetings, identifying agency roles and responsibilities and delegating tasks.
- Skill in establishing and maintaining work relationships with public and private entities, community leaders and partnering agencies.
- Possess tact and can negotiate for maintaining and fostering long-term partnerships.
- Skill in oral presentation techniques to facilitate stakeholder meetings and make presentations to community groups.
- 4-year degree in a related field.

Compensation: Flexible: 50% FTE to start with the possibility to increase to 75%-100% FTE depending on funding. This at-will position is funded for one year, and continued employment is contingent on additional funding. Pay range for this position is \$25.00/hour to \$28.00/hour (based on experience and ability to work independently).

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

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