



## ***Vacancy Announcement***

### **Botany Program Manager**

The Botany Program Manager, in collaboration with other District staff, will help develop, promote and implement resource conservation projects for revegetation, habitat restoration, invasive species management, botanical surveys, and native plant nursery operations. The position will be involved in all aspects of resource conservation projects from concept to completion, including initiating contact with cooperators, identifying needs, grant writing, environmental compliance, budgeting, implementation, monitoring, and detailed reporting.

Other responsibilities may include participating on related interdisciplinary working groups, and working collaboratively with staff, partner organizations, and agencies to provide input on technical documents and reports. The ideal candidate is a team player with a diverse skill set who can work effectively in a collaborative environment and is self-directed.

This is a full-time supervisory position with flexible scheduling, paid leave, and medical benefits. The position works under the direct supervision of the District Manager. District employees are subject to normal management reviews and serve at the discretion of the Board of Directors.

#### **Minimum Qualifications:**

- Three years or more of direct professional experience in natural resources, developing, coordinating, and implementing, resource-related projects, including managing project budgets and personnel, and writing detailed reports.
- Proficient with Microsoft Office and ESRI ArcGIS, with the ability to effectively manage data.
- Self-directed, with supervisory experience and the ability to prioritize and coordinate workload, both independently and as part of a team.
- Ability to develop and maintain partnerships with landowners and other agencies.
- Excellent oral and written communication skills, and organizational skills.
- Ability to perform physical labor outdoors in rugged terrain and inclement weather.
- Valid California driver's license with a clean driving record.

#### **Desired Qualifications:**

Preference will be given to candidates with the following skills and experience:

- A college degree in a natural resource related field, such as ecology, biology, botany, environmental sciences or related field.
- Knowledge of native plant identification, seed collection and propagation, and native plant nursery operations.
- Knowledge of revegetation techniques, methodologies, and best practices.
- Knowledge of invasive species management, noxious weeds, and appropriate treatments.
- Knowledge of botanical surveys for rare and sensitive plants.
- Knowledge of local, state, and federal environmental policies and regulations pertaining to resource management programs, including NEPA and CEQA processes.

## TRINITY COUNTY RESOURCE CONSERVATION DISTRICT

- Possession of professional certifications and/or training such as CNPS Certified Botanist, ISA Certified Arborist, or other professionally recognized license or training.
- Experience managing equipment operations related to revegetation and noxious weed removal.
- Experience with ArcGIS Field Maps, Avenza Maps, ArcGIS Collector, or other mobile mapping software.
- Experience managing multiple projects and budgets.
- Experience with grant writing.

### **Duties:**

Position duties may include the following depending on program needs:

- Responsible for planning, design, budgeting, and implementation for all phases of multifaceted revegetation and habitat restoration projects, including direct supervision of District staff and contractors, compliance with any requisite environmental rules, laws, and permits, and satisfactory completion of project goals.
- Concept development for future projects and proposals, including grant writing.
- Effectively schedule, train, and assign tasks to staff for timely project completion.
- Communicate regularly with District staff, the public, and external partners, colleagues, and collaborators, both orally and via written project reports in formal and informal settings.
- Identify and collect native plant material and manage/supervise day to day nursery operations.
- Assist with preparation of and oversight of project contracts.
- Supervise Project Coordinator and Conservation Technicians and participate in personnel performance evaluations.
- Conduct project monitoring to evaluate results and trends, and recommend improvements to project designs.
- Develop detailed reports and presentations for projects.
- Support other departments in program and project development and collaborate on on-going projects.
- Other duties as assigned.

### **Work Environment:**

Office and field work, with the majority occurring in an office setting. Depending on the season and project locations, this position may require occasional camping out at or near the job site during the field season workweek. Per Diem is paid for overnight details. Depending on the season and program needs, the average workweek will change at times. Typical workweeks are four, 10-hour days, or five, 8-hour days.

**Benefits:** The TCRCD offers paid medical, vision, and dental insurance; 11 paid holidays per year, plus accrued personal time off; contribution to a retirement plan; and a working environment that recognizes the importance of a satisfying work/life balance.

**Starting Salary Range:** \$33.00-\$40.11 per hour

Placement as a Program Manager will be based on years of work experience and education level.

**Closing Date:** Monday, February 19, 2024, 5:00 pm.

**To Apply:** Mail resume and cover letter to Trinity County RCD, Attn: Kelly Sheen, PO Box 1450, Weaverville, CA 96093; or email to: [ksheen@tcrd.net](mailto:ksheen@tcrd.net) with "Botany Program Manager" in the subject line; or drop off at our office: 30 Horseshoe Lane, Weaverville, CA.

**For More Information:** See our website, [www.tcrd.net](http://www.tcrd.net), or call (530) 623-6004