

## **SENIOR LAND MANAGEMENT AND MONITORING SPECIALIST**

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### **DEFINITION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under the supervision of the Principal Land Management Specialist, the Senior Land Management and Monitoring Specialist assists with planning, implementation, oversight, coordination, and reviews the work of contractors and consultants performing complex professional and technical support related to Santa Clara Valley Habitat Plan (SCVHP) Reserve System monitoring and land management programs; collaborates with the Principal Land Management Specialist and the Executive Officer on drafting monitoring/management protocols and management plans; assists in creating and implementing integrated species and habitat management programs for Reserve System Management Units; performs analysis of resource trends and restoration needs, fire management planning and coordination, and SCVHP project compliance; provides highly complex and responsible support to the Principal Land Management Specialist and Executive Officer in areas of expertise.

This is a Senior classification that manages the activities related to SCVHP reserve management and monitoring. The incumbent, with general direction from the Principal Land Management Specialist, organizes and oversees day-to-day activities of the reserve management and monitoring and land management programs. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Principal Land Management Specialist in a variety of areas. Successful performance of the work requires an extensive professional background.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Applies scientific principles, procedures, practices, and theories pertinent to all disciplines of land management services, including water quality, fisheries, wildlife, vegetation, range management, invasive species management, road maintenance and construction, culvert installation and replacement, fence repair and installation, fuels treatment, environmental permitting, and resource conservation and restoration.
- Assists with planning, organizing, and managing the Reserve System monitoring and land management programs in support of the SCVHP; provides support on all aspects of SCVHP management; tracks SCVHP requirements for monitoring and management.

- Participates in the development and administration of budgets for assigned function; forecasts funds needed; monitors and approves expenditures; recommends adjustments, as needed.
- Leads, coordinates, and oversees the work of consultant teams and partner agencies as part of Reserve System conservation programs and projects; reviews activities and projects to ensure compliance with SCVHP requirements.
- Leads and oversees research regarding site conditions, protection, and restoration; surveys field sites and analyzes environmental impacts of projects; and implements restoration projects.
- Assists in directing and guiding the management and monitoring of the regional conservation reserve.
- Ensures that boundaries, conservation easements and encroachments are managed as per the SCVHA charter.
- Surveys and prepares descriptions of natural resources in preserves; provides recommendations regarding SCVHP covered species protection and invasive species control.
- Performs routine site visits of conserved lands, properties of interest, and proposed project sites to evaluate resources in the field.
- Oversees the development of consultant requests for proposals and bid processes for land management and monitoring activities. Evaluates proposals and recommends awarding of projects and administers resulting contracts.
- Reviews and directs grant application submittals for habitat enhancement, site development improvement projects, and monitoring.
- Supervises and administers site development grant projects and addresses grant issues.
- Prepares, reviews, and completes various reports, including staff reports to the Board and resource management project related documentation and correspondence.
- Attends and participates in professional group meetings, stays abreast of new trends and innovations in the field of natural resource management and other related areas.
- Monitors changes in laws, regulations, and technology that may affect area of assignment.
- Interprets and explains rules, regulations, and procedures; answers questions, and resolves concerns related to land management.
- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Operations, services, and activities of natural resource management and land management programs.

- Advanced principles and practices of resource management and monitoring.
- Advanced principles, practices, and trends in environmental analysis and preservation.
- Principles and practices of budget development and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing regional conservation programs, including the California Environmental Quality Act, National Environmental Policy Act, federal Clean Water Act sections 401 and 404, and state Fish and Game Code 1600..
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Methods and procedures for conducting field studies and obtaining research data.
- Recent and on-going developments, current literature, and sources of information related to open space protection and management.
- Modern office practices, methods, and computer equipment and applications as related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Santa Clara Valley Habitat Agency in contacts with other governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Administer complex and technical resource management projects and related programs in an independent yet cooperative manner.
- Organize, implement, and direct assigned natural resource protection and preservation activities.
- Evaluate and develop improvements in procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Make sound, independent decisions within established policy and procedural guidelines.

Education/Experience:

Education – Equivalent to graduation from an accredited four-year college or university with major coursework in natural resource management, wildlife ecology, botany, zoology, environmental studies, or a related field. A Master's degree is preferred.

Experience – Five (5) years of experience in natural resource management, or one of the areas mentioned under "Education".

Licenses/Certifications:

Possession of a valid California Driver's License.

**PHYSICAL & ENVIRONMENTAL ELEMENTS**

This is a job that requires great facility with working in the field and office. The employee will work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, and government officials, business representatives, consultant, and the general public in explaining regional conservation, SCVHP, and Santa Clara Valley Habitat Agency policies and requesting and providing information. This job also requires an extensive amount of time in the field conducting land management activities at the direction of the Principal Land Management Specialist. This includes driving off-road on ill-maintained ranch roads under various weather conditions, hiking in steep uneven terrain where poison oak, rattlesnakes and free-ranging cattle are present. Mapping natural resources and infrastructure, the use of hand tools, and periodic irregular work hours (early mornings, late evenings) when surveys or project activities require it are expected. Positions in this classification bend, stoop, kneel, reach, push, pull and lift ranch gates open and closed to gain entry to reserve properties, to repair barbed wire fencing, and to conduct vegetation and wildlife surveys. Employees must possess the ability to occasionally lift, carry, push, and pull materials and objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.