



Napa County Resource Conservation District
1303 Jefferson St., Ste. 500B, Napa, California 94559
(707) 690-3110, NapaRCD.org

EMPLOYMENT OPPORTUNITY

We are searching for an experienced **Forestry Project Manager** to join the **Napa County Resource Conservation District** (Napa RCD) to support forestry, wildfire mitigation, and related programming in Napa County, California, and neighboring counties. The position will contribute to exciting and critical growth in Napa RCD's forestry programming, which began following the 2017 Wine Country wildfires and has advanced significantly since.

Organizational Background and Mission:

Napa RCD is a non-regulatory special district that facilitates natural resource conservation through community involvement, education, technical expertise, and scientific research. Since its founding in 1945, Napa RCD has been committed to using voluntary, cooperative, and scientifically sound methods to ensure that the natural resources of Napa County are conserved, protected, and restored in a landscape that supports agriculture, urban areas, and wild spaces. Napa RCD has a team of thirteen conservation scientists and outreach and administrative professionals, and is co-located with the county field office of the USDA Natural Resources Conservation Service (NRCS). Learn more about us here: <http://naparcd.org/>

Position Overview:

Napa County Resource Conservation District (Napa RCD) seeks an experienced Forestry Project Manager to work with land managers, community partners, and stakeholders to improve the health of Napa County's forests. The Forestry Project Manager will apply forestry principles, conservation planning, and project management skills to improve forest health and watershed function, facilitate wildfire prevention and preparedness, and promote healthy regeneration of burned areas. The position will be an important resource for practical forest health knowledge and experience within the community, and support planning and implementation at a variety of scales. While most work will occur within Napa County, California, some projects may involve neighboring counties.

The position will support dynamic forest management planning and implementation projects, and related outreach, education, and community partnership coordination. Typical activities include forest inventory, mapping, environmental review document preparation, oversight of implementation activities, helping landowners navigate technical and financial assistance programs, and supporting the administrative aspects of projects. The position will

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also foster and maintain positive working relationships within the community and with the representatives of local, state, and federal resource agencies.

The Forestry Project Manager is employed by the Napa RCD, will report to the Forestry Program's Principal Program Manager, and will conduct work in partnership with other staff. The position will also work closely with other RCDs and organizations within the region, including NRCS.

Primary Responsibilities:

- Collaborate with land managers, partners, and stakeholders to develop, fund, and implement priority forest health and fuel reduction projects such as forest stand improvement, strategic fuel breaks, pile burning, invasive species removal and management, tree planting, and prescribed burning. Specific tasks include:
 - Assess land manager needs and interests and assist them with developing management goals for property.
 - Coordinate the development of project designs and logistics for project implementation. This could include development of forest management plans meeting the requirements for a California Cooperative Forest Management Plan or NRCS Conservation Plan.
 - Coordinate with project partners and consultants to develop environmental documentation and permits.
 - Execute landowner agreements.
 - Conduct or oversee monitoring activities, including photo, biological, and archaeological monitoring.
 - Manage contracts with funders, consultants, and subcontractors.
 - Provide oversight of implementation activities, including oversight of technical staff and contractors.
 - Manage budgets, invoicing, and reporting.
 - Manage communications between project partners and stakeholders.
- Respond to landowner requests for technical assistance as appropriate, including site-specific forest management practices and conservation planning, feasibility analysis, and pre-design work.
- Assist landowners in securing funding through programs such as the NRCS Environmental Quality Incentives Program (EQIP) and the North Bay Forest Improvement Program (NBFIP).
- Conduct outreach and deliver education presentations on forest health and fuel reduction.
- Provide technical input to regional forest health project prioritization processes.
- Contribute to funding proposals for planning and implementation projects in collaboration with Napa RCD staff and partner organizations.
- Represent Napa RCD, its partners, and funders in a positive and proactive manner.

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- Encourage and support the Napa RCD's commitment to justice, diversity, equity, and inclusion of all aspects of work and community.
- Assist with other tasks as directed by supervisor.
- Obtain a California Registered Professional Forester (RPF) license within 3 years with appropriate mentorship and training.

Required Qualifications:

- 3+ years of relevant experience.
- Knowledge of forest ecology and forest management principles and best practices.
- Demonstrated time and project management skills ideally applied to forest management, conservation, or related projects. Includes ability to develop workplans and prioritize tasks accordingly, proactively manage up and down, and effectively balance multiple projects simultaneously.
- Strong map-reading skills, including ability to interpret topographic maps and aerial photographs, and ability to use GIS software to visualize, manage, and analyze geospatial data.
- Proficiency with navigating the internet, using email and videoconferencing software, and creating Word, Excel, and PowerPoint documents.
- Strong, proactive communicator having strong English oral and written communication skills.
- Ability to work independently and as part of a team.
- Excellent interpersonal skills, including tact, patience, and courtesy. Includes ability to establish and maintain cooperative, confidential, and productive relationships with people having diverse interests and goals.
- Desire to embrace the mission of the Napa RCD to promote responsible natural resource management through voluntary community stewardship and technical assistance.
- Must be willing to travel locally within Napa County, and regionally within the Bay Area, North Coast, and Sacramento Valley.
- Must be willing to maintain a flexible work schedule, with occasional work on weekday nights and weekends being required.
- Must possess a valid driver's license, good driving record, and proof of insurance at the time of hire.
- Must successfully complete a background check.

Desired Qualifications:

- Bachelor's or advanced degree in forestry, conservation biology, natural resources management, or a related field.

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- Possession of professional licenses and/or training such as Registered Professional Forester or Certified Conservation Planner.
- Experience with any of the following:
 - Conservation planning ideally applied to forest management.
 - Fulfilling CEQA and permitting requirements for conservation or natural resource management projects.
 - Native plant identification, collection and propagation, and revegetation techniques.
 - Public outreach, community engagement, and communications.
 - Developing educational resources and delivering training programs.
 - Writing, managing, and reporting on grants.
 - Driving off-road vehicles.

Work Environment:

Work hours are generally 8 A.M. to 5 P.M. from Monday through Friday, however, some work on weekday nights and weekends will be required. Napa RCD employs flex time, which provides the possibility of varying daily work hours without exceeding forty hours of work per week, or eighty hours of work every two weeks on a 9/8s schedule. The Napa RCD office is in Napa, California. Work location for office duties is flexible pending supervisor approval after initial orientation period. Regional travel will be required, primarily within Napa County, but also including the Bay Area, North Coast, and Sacramento Valley regions. Work is performed in indoor and outdoor settings including:

- A professional office environment that includes operation of standard office equipment such as computers, tablet devices, phones, copiers and printers, calculators, and filing cabinets.
- Field settings that include various terrains, and hot, cold, and wet conditions.

Napa RCD is an Equal Opportunity Employer. We strongly encourage employment applications from those who self-identify as coming from historically marginalized populations and communities.

Physical Requirements:

The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. The visual capacity to review and edit documents, and the ability to frequently remain in a stationary position, operate a computer and other standard office equipment, and converse by telephone and in person. Ability to occasionally lift and/or move up to 40 pounds. Ability to work outside on uneven terrain in all weather conditions. Driving required for local travel.

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Compensation and Benefits:

Position Title: Forestry Project Manager

Status: 100% FTE. This at-will position is fully funded for one year, and continued employment is contingent on additional funding. Continued funding is expected.

Reports to: Principal Program Manager, Forestry

Salary Range: \$80,142 - \$97,469 annually commensurate with applicable experience and professional qualifications.

Benefits: Napa RCD's full-time employees receive paid holiday, sick, and vacation leave, CalPERS retirement benefits, employer-paid health, dental, life, and long-term disability insurance plans, cell phone stipend, and access to a voluntary deferred compensation program.

To Apply:

Please submit a complete application to forestry@naparc.org with the title "Forestry Project Manager" in the subject line.

Your application should include:

- **Resume:** Your most recently updated resume.
- **Writing sample:** We request 1 written work sample for which you are the sole/primary author or for which you were the lead (if the document was authored by a group). The length and content of the sample is up to you, and should reflect that your writing is clear, concise, and logically structured.
- **Responses to the following questions** limited to 200 words per question:
 - Why are you interested in this position?
 - What would you like to share about yourself that might not be captured in your resume? Feel free to share any informal experiences relevant to the position.
 - What is a skill or area of expertise that you are excited to develop through this position?
- No cover letter is required.

Application Deadline: Open until filled. First screening deadline is July 31, 2022.