

Position Announcement: Monitoring Program Administrator for the Western Riverside County Multiple Species Habitat Conservation Plan Biological Monitoring Program

The Biological Monitoring Program is responsible for monitoring 146 Covered Species and associated habitats as outlined in the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP). The overall goals of the Biological Monitoring Program are to collect data on the 146 Covered Species and associated vegetation communities over a 500,000 acre Conservation Area to assess the MSHCP's effectiveness at meeting conservation objectives and to provide useful information to Reserve Managers in an adaptive management context. Visit the Regional Conservation Authority website at www.wrcra.org for links to Plan and Monitoring Program documents, Covered Species, and reserves and reserve design.

Position Description:

The Monitoring Program Administrator for the Western Riverside County MSHCP Biological Monitoring Program is the manager for the Program and coordinates with multiple agencies, including the Regional Conservation Authority, Santa Ana Watershed Association, California Department of Fish and Wildlife, and U.S. Fish and Wildlife Service. The Monitoring Program Administrator manages and provides support for all Monitoring Program staff including: Biologist Supervisor (1), Data Manager (1), GIS Analysts (1), Office Assistant (1), Taxa Leads (4), and Field Biologists. Work carried out by the Program includes research, study design, and protocol-based field surveys for sensitive, rare, and endangered species, including: invertebrates, mammals, birds, reptiles, amphibians, plants, and vegetation communities.

Duties:

- Coordinate with multiple federal, state, and local agencies to develop and implement a long-term monitoring program to track distributions and population trends of 146 Covered Species and associated habitats in a 500,000-acre reserve area.
- Develops annual work plans and manages an approximately \$1M annual budget, including all personnel and project equipment needs.
- Oversees development and maintenance of Operations Manual, Long-term Monitoring Strategy document, Training & Safety Manuals.
- Oversees recruitment and hiring of Monitoring Program staff; conduct annual performance reviews.
- Provide support for Program staff in the development of survey protocols, training programs, and obtaining land access agreements.
- Write and edit annual survey reports and annual report for the Western Riverside County Regional Conservation Authority.
- Facilitates monthly reserve management/monitoring coordination meetings.

- Attend and present information at monthly Regional Conservation Authority team meetings, Santa Ana Watershed Association meetings, and other agency meetings.
- Give requested presentations to Regional Conservation Authority Board and other agencies.
- Coordinate with California Department of Fish and Wildlife and U.S. Fish and Wildlife Service on survey methodology and monitoring activities.
- Oversees annual distribution of Monitoring Program data and survey reports and works with Data Manager to distribute other requested data as appropriate.

Basic Requirements:

- Five years of experience with increasing supervisory responsibilities (e.g., managing staff, interviewing and hiring personnel, facilitating staff development).
- Five years of experience collecting field data on sensitive wildlife or plant populations.
- Experience with sampling and monitoring techniques for a wide variety of rare and sensitive species, preferably in southern California (including threatened and endangered species across plant, vertebrate, and invertebrate taxa).
- Familiarity with both simple and complex data analyses using a variety of statistical programs (e.g., R, DISTANCE, MARK, PRESENCE) is preferred.
- Ability to summarize survey results in written reports, edit and provide comments on reports written by others and present results to local land managers and funding agencies when necessary.
- Experience and proficiency with Microsoft Professional Suite and mapping programs such as ArcGIS.
- Ability to direct and provide oversight of staff.
- Ability to communicate clearly and effectively with a variety of groups and individuals; keep clear and accurate notes; work cooperatively with others, and independently with minimal supervision; complete complex assignments in a timely fashion.
- Ability to work long days, occasional evening and over-night shifts, and under harsh environmental conditions (e.g., rough uneven terrain, seasonally harsh weather conditions) is preferred, although field work is not a significant component of this position.

Education:

Successful completion of a Masters or Ph.D. at an accredited college or university that included a major field of study in ecology, evolution, biology, botany, wildlife management, or other closely related field.

Supervision:

The Monitoring Program Administrator is a full-time exempt position that works under the direct supervision of the Executive Director.

Other Conditions of Employment

This position is funded by the Regional Conservation Authority (www.wrcrca.org), and hired through the Santa Ana Watershed Association (www.sawatershed.org). All work effort will be for, and direction will come from, the Regional Conservation Authority. This is an exempt, permanent full-time position (40 hours/week).

Must be eligible to work in the U.S. Employment is contingent on passing a background check, physical exam & drug test. Must obtain a California driver's license within 30 days of hire. Will be required to complete, and must be willing to use, Wilderness First Aid and CPR.

Salary and Benefits

Starting pay is dependent on qualifications, ranging from \$39 - \$49.92 per hour (\$81,120 - \$103,834 per year). Benefits include an S-125 medical plan with a \$600 monthly stipend, a 6% retirement plan, paid leave, and a cell phone stipend. There is a one-year probationary period with performance evaluations at six months and one year.

Application Process

Applications accepted until January 1, 2019. Selected candidates must be available to interview in person or online using Skype. Start date is negotiable. Please submit a cover letter, resume or curriculum vitae, and three professional references to:

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Questions about the position may be directed to: Jennette El Morsy -
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