



Permanent Data Manager (Riverside, CA)

The Santa Ana Watershed Association (SAWA) is now hiring one permanent Data Manager for the Biological Monitoring Program of the Multiple Species Habitat Conservation Plan (MSHCP) for Western Riverside County. The Biological Monitoring Program is responsible for monitoring 146 Covered Species and associated habitats as outlined in the MSHCP. This is a full-time position with a Monday through Friday work schedule.

The Data Manager directs an integrated system of management for all inventory and monitoring data collected by the Program. Data generated by the Monitoring Program consists of status, distribution, and geospatial data as well as ecological and biological parameters of many species of terrestrial and aquatic flora and fauna. The Data Manager is expected to oversee and manage the technical aspects of data collection, prior to, during, and after it is collected in the field. The Data Manager ensures that these data are of sufficient quality and accessibility to be of value for the accurate assessment of biological resources and the effectiveness of management. This database is currently implemented in Microsoft Access, but another platform may be used in the future.

Duties

- Maintain, manage, and expand a centralized relational data management system (RDBMS) using database software (e.g., Microsoft Access, SQL-Server) for the storage and retrieval of all field-collected inventory and monitoring data, as well as physical specimen and digital imagery data records, an equipment inventory, and contact information.
- Create specific guidelines, rules, and standards for the acquisition, securitization, quality assurance and control, documentation, and dissemination of Program data. Ensure all data housed in the Program's central database are compliant with these standards and rules through integrated quality assurance measures and applications development.
- Oversee and manage the technical aspects of data collection, prior to, during, and after field surveys to ensure compatibility with the database structure, and quality control and assurance of the data.
- Write computer programs (applications) in Visual Basic to assist in data entry and processing, data transfer (e.g., from spreadsheet to database), data queries, reports, and export in various file formats.

- Create applications (apps) for mobile data collection on tablets and handheld devices (Palm Pilots, smart phones). Write applications for the review and correction of errors, and migration of field collected digital data into the centralized database.
- Clean, repair, standardize, and normalize tabular digital and analog (paper) datasets of varying quality and completeness from multiple sources.
- Serve as a point of contact for acquisition and transfer of data, reports, tables, charts and cartographic products to staff and external agencies. Prepare datasets for annual delivery to reserve managers and CDFW's Biogeographic Information and Observation System (BIOS).
- Work closely with staff from multiple agencies, including the Regional Conservation Authority (RCA) and California Department of Fish and Wildlife.

Basic Requirements

1. Subject level experience in the biological/ecological sciences with demonstrated knowledge of sample design and field data collection methods and procedures. Experience working with large ecological datasets a strong plus.
2. Thorough knowledge of data management concepts and principles, including work flow processes, quality assurance/quality control, database security, and metadata requirements.
3. A minimum 3 years demonstrated experience in design and implementation of a centralized RDBMS in a multi-user environment. Experience must include both backend and frontend development. Demonstrated rapid problem-solving ability.
4. A minimum 3 years experience with the development and use of complex SQL-based data queries.
5. Experience developing applications for mobile data collection and incorporating their data into a centralized database.
6. Fluency in Access, Microsoft products, and basic web services techniques.
7. Ability to work independently on multifaceted projects. Skill in planning, organization, and implementation of workload in meeting assigned objectives.
8. Experience advising a diverse staff concerning use and implementation of relational databases. Ability to work cooperatively with others.
9. Familiarity with GIS concepts and ESRI software, particularly ArcMap and ArcCatalog. Ability to perform basic operations such as clipping, merging, editing, and projecting spatial data.
10. Possession of a valid U.S. Driver's License and U.S. citizenship, or the ability to work legally in the U.S. (Declaration of Permission to Work form required).

Education

Successful completion of a full four year course of study at an accredited college or university leading to a bachelor's or higher degree that included a major field of study in the natural resources, bioinformatics, or computer sciences, or completion of coursework in one of these fields plus appropriate experience or certification. The combination of

education and experience must be sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform the work of the position to be filled.

Supervision:

The Data Manager is a full-time hourly position that works under the direct supervision of the Monitoring Program Administrator.

Salary and Benefits

Salary: \$31.84 - \$ 40.75. Benefits include an S-125 medical plan with a \$700 monthly stipend; a retirement plan with 6% employer contribution; and paid leave following a six month probationary period.

To be considered for this position: send your resume, cover letter, and contact information for three professional references to Jennette El Morsy at jennette@sawatershed.org by April 26, 2019. Please specifically address how you meet the basic requirements for this position in your cover letter. If you would like additional information regarding this position, please contact Michelle Murphy-Mariscal at mmariscal@biomonitoringrca.org