



1835 Chicago Avenue, Suite C
Riverside, CA 92507
(951) 780-1012
Fax (951) 780-5893
<http://www.sawatershed.org>

Job Announcement Multiple Species Habitat Conservation Plan Data Manager

Company Profile

The Santa Ana Watershed Association (SAWA) is a 501 (c) (3) non-profit organization dedicated to the restoration and enhancement of the natural resources in the Santa Ana River watershed located in southern California. SAWA collaborates with many local and regional stakeholders and resource agencies to affect large-scale, science-based habitat restoration, biological monitoring and endangered species recovery. The Biological Monitoring Program (BMP) of the Multiple Species Habitat Conservation Plan (MSHCP) for Western Riverside County is responsible for monitoring 146 covered species and associated habitats as outlined in the MSHCP. At this time, we are pleased to announce an opening for MSHCP BMP Data Manager. This is a full-time position with a Monday through Friday work schedule. 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. The MSHCP BMP department fosters a talented, highly skilled and energized workforce. SAWA is an Equal Opportunity Employer that values diversity in the workplace.

Job Description

This effort will provide an opportunity to make significant contributions to the BMP throughout western Riverside County in California. The Data Manager for the MSHCP BMP directs an integrated system of management for all field-collected 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. The Data Manager is a full-time hourly position that works under the direct supervision of the Monitoring Program Administrator. The successful candidate will demonstrate a dedication to excellence, integrity, and a sense of pride in your work.



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Primary duties include:

- Maintain, manage, and expand a centralized relational database 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).

Basic Qualifications:

- 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.
- 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.
- A minimum 3 years experience with the development and use of complex SQL-Server.
- Fluency in MS Access, SQL-Server Express, MS Visual Basic (or equivalent), ESRI products, and basic web services techniques.



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- Thorough knowledge of data management concepts and principles, including work flow processes, quality assurance/quality control, database security, and metadata requirements.
- Experience developing applications for mobile data collection and incorporating their data into a centralized database.
- Ability to work independently on multifaceted projects. Skill in planning, organization, and implementation of workload in meeting assigned objectives.
- Experience advising a diverse staff concerning use and implementation of relational databases. Ability to work cooperatively with others.
- 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.
- 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 at an accredited college or university leading to a bachelor's or higher degree that included a major field of study in 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.

Compensation:

Position Hiring Range: \$31.84 – \$35.02 (to commensurate with experience)

Position Salary Range: \$31.84 – \$40.75

Employment Requirements

- Valid state driver's license with current proof of driving record.
- Final candidate will be subject to a physical exam, drug screening test and background check.

To Apply:

E-mail (1) cover letter describing qualifications for the position and interest in SAWA (2) complete CV/resume, and (3) contact information (including phone numbers and e-mail addresses) of three references to: Jennette El Morsy at jennette@sawatershed.org. Please include "MSHCP Data Manager Recruitment-Your Name" in the subject line. Or mail to: J. El Morsy, Santa Ana Watershed Association, 1835 Chicago Ave., Suite C, Riverside, CA 92507

Application Deadline: Open until filled. First round of application review begins **May 30, 2019**