



## MONTEREY PENINSULA REGIONAL PARK DISTRICT

### *Accepting Applications for the Position of:*

### **RESOURCE MANAGEMENT SPECIALIST**

**SALARY:** \$40.97/hour

**EMPLOYMENT TYPE:** Full-time (40 hours per week)

**DIVISION:** Planning & Conservation Division

**OPENING DATE:** 11/1/2024

**CLOSING DATE:** 12/12/24

#### MONTEREY PENINSULA REGIONAL PARK DISTRICT

The Monterey Peninsula Regional Park District (MPRPD) is a public agency supported by local property taxes. Its purpose is to acquire scenic and unique open space lands for public use and enjoyment. MPRPD boundaries include the cities of Marina, Seaside, Sand City, Del Rey Oaks, Monterey, Pacific Grove, Carmel, and the unincorporated areas of the former Fort Ord, Pebble Beach, Carmel Valley, and Big Sur. MPRPD represents 130,000 residents and manages or helped to protect nearly 14,000 acres.

#### REPORTS TO

Planning & Conservation Program Manager

#### JOB OVERVIEW

Performs a wide range of activities including coordination of design and implementation of capital improvement projects, natural resource preservation, protection, and restoration projects, and preparation of land use and management plans for new and existing parks and preserves in support of MPRPD's mission. The Resource Management Specialist is a fully experienced position, expected to perform the full range of assigned professional and technical resource management work. Examples of duties include, but are not limited to:

##### **Resource Stewardship Project Management**

- Develops and implements integrated resource management projects, programs, plans, and policies in accordance with established MPRPD policy, plans, applicable regulatory and grant requirements, best management practices, and in coordination with MPRPD staff..
- Develops or assists with development and implementation of fire/fuel reduction, invasive plant management, environmental restoration, and enhancement projects, and associated capital improvements on properties owned or leased and managed by MPRPD.
- Oversees or assists with oversight of MPRPD's conservation grazing programs, monitors pasture and resource conditions, and works collaboratively with grazing lessee to adaptively manage livestock grazing to meet resource management goals in accordance with lease terms.
- Prepares or assists with preparation of regulatory permit applications, conducts environmental assessments, and prepares necessary documentation to ensure compliance with CEQA, NEPA, and other environmental regulations.

### **Research, Planning, and Program Development**

- Performs research, provides analysis, collects data, conducts field and resource assessments, and makes recommendations related to culture and natural resources, passive and active recreation, and capital improvement projects.
- Conducts or oversees resource inventories and assessments to identify and prioritize cultural and natural resource stewardship and enhancement activities on MPRPD properties.
- Prepares or assists with preparation of property, cultural, and natural resource management plans, baseline documentation and annual monitoring reports, and compliance reports.
- Prepares budgets for MPRPD's resource management efforts and researches, pursues, and secures grant or partner funding opportunities for projects and programs.
- Collect, manage, and display GIS data; use of ESRI applications including ArcGIS Pro, Field Maps, and ArcGIS Online is strongly desired.

### **Coordination, Communication, and Collaboration**

- Works closely with partner agencies and organizations to develop land management agreements, programmatic permits, and other strategies to streamline and enhance MPRPD's stewardship activities.
- Serves as liaison with resource management agencies and organizations and participates in public meetings regarding resource management issues.
- Works collaboratively with all MPRPD Divisions, concessionaires, and partnering organizations to identify, develop, and implement means that support, enhance, and advance new or continued provision of environmental and cultural education programs, passive and active recreational use, and special and seasonal events.
- Participates in a variety of public meetings; responds to questions and inquiries from the general public regarding resource management issues.
- Prepares and presents staff reports and presentations to MPRPD's Board of Directors, and various other committees and advisory boards as directed.
- Prepares research, reports, maps, and conducts briefings and meetings.
- Performs other duties as assigned.

## **QUALIFICATIONS**

The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and abilities. Typical qualifying education and experience might include:

- Equivalent to graduation from an accredited four-year college or university with major coursework in natural resource management, environmental resources, biological sciences, environmental studies, or a closely related field.
- Three (3) years of increasingly responsible experience in planning and implementing natural resource management programs and projects. A Master's degree from an accredited college or university with major course work in a related field may be substituted for two (2) years of the required experience.

- Possession of and the ability to maintain a Class C California driver license is required.
- Possession of, or the ability to obtain a First Aid/AED/CPR certification.
- Prior public sector work and Possession of FAA Part 107 Certificate is desirable.

## KNOWLEDGE OF

- Principles and practices of natural resource management, including restoration planning and implementation, and researching resource management issues;
- Identify flora, fauna, geology, native habitats, and natural systems of California, specifically those found in the Monterey Peninsula;
- Applicable Federal, State, and local laws and codes including CEQA and NEPA, and environmental regulation, permit requirements, and regulatory agency approvals;
- Methods and techniques of research, analysis, report preparation, and presentation;
- Procedures used in conducting and documenting field observations and monitoring programs;
- Project management and contract administration principles and techniques;
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, word processing, mapping, and GIS data management;

## ABILITY TO

- Prepare resource management plans, policies, procedures, and guidelines, conduct baseline environmental surveys, and monitor resource conditions;
- Plan and implement mitigation, monitoring, and vegetative management programs, including the use of prescribed burning, grazing, mowing, herbicides, and manual controls;
- Interpret resource management programs to staff and the general public; identify and respond to issues and concerns of the public, MPRPD staff, and boards and commissions;
- Conduct research projects, evaluate alternatives, and make sound recommendations;
- Assess the status of natural resources through field observations, monitor changes in natural resource conditions, determine causes, and develop recommendations as necessary;
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and MPRPD planning policies and procedures;
- Prepare and administer budgets for projects and operations;
- Read and understand technical drawings and specifications;
- Effectively represent MPRPD in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals;
- Direct the work of contract consultants, volunteers, and interns, and coordinate assigned activities with MPRPD divisions and agencies as required;
- Prepare and present clear and concise written and oral reports, grant applications, correspondence, policies, procedures, and other written materials;

- 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;
- Operate modern office equipment including computer equipment and specialized software applications including Word, Excel, PowerPoint, and collect, manage, and display GIS data;
- Use tact, initiative, prudence, and independent judgment within MPRPD's general policy, procedural, and legal guidelines;
- Establish, maintain, and foster positive and effective internal and external working relationships with those contacted in the course of work;

## BENEFITS

Medical, Dental, Vision and Life Insurance; Vacation, Sick, and Holiday leave benefits.

## APPLICATION PROCESS

A fully completed MPRPD employment application is required. Resumes submitted in lieu of an application, will NOT be accepted. **Incomplete applications, or those received after the closing date will NOT be considered.**

Application process will include evaluation of initial screening of MPRPD application and a panel interview with selected candidates. A limited number of applicants who most clearly meet the needs of this position in terms of training, experience, education, and other job-related characteristics will be invited to participate in the interview process.

The selected candidate will undergo a criminal background check.

## TO APPLY

The employment application can be downloaded at: <https://www.mprpd.org/employment-opportunities>.

Return completed applications to: Shuran Parker, Administrative Services Manager at [jobs@mprpd.org](mailto:jobs@mprpd.org)

In accordance with Federal law, MPRPD will hire only individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

**MPRPD IS AN EQUAL OPPORTUNITY EMPLOYER**

**NOTICE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**



**MPRPD**

P.O. Box 223340  
Carmel, CA 93922  
tel. (831) 372-3196  
fax (831) 372-3197  
website: [www.mprpd.org](http://www.mprpd.org)  
email: [jobs@mprpd.org](mailto:jobs@mprpd.org)