



Humboldt County Resource Conservation District

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HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT

Forester (Full-Time/Exempt)

POSITION DESCRIPTION

POSITION OVERVIEW

The Humboldt County Resource Conservation District (HCRCD) is a Special District that works to implement a range of agricultural enhancement and habitat restoration projects to improve and protect natural resources and wildlife habitat on private and public lands. HCRCD has a close working relationship with the USDA Natural Resources Conservation Service (NRCS) Eureka Field Office, other north coast Resource Conservation Districts, CAL FIRE Humboldt-Del Norte Unit, University of California Cooperative Extension, Humboldt County Fire Safe Council, the Yurok Tribe, and private forest landowners to implement landscape-scale forest health and wildfire prevention projects and programs. This is an emerging program area and the Forester is a new position for the organization.

The position of Forester is primarily funded through a Memorandum of Agreement between the HCRCD with the National Association of Conservation Districts (NACD) to assist NRCS by providing technical assistance to forest landowners and to develop Forest Management Plans and practice requirements as part of NRCS's Environmental Quality Incentives Program (EQIP). The Forester will also provide project management and technical assistance for HCRCD's forest health and fuel reduction projects funded by CAL FIRE through direct contracts and grant agreements.

The Forester will work collaboratively with the HCRCD Executive Director and staff, NRCS District Conservationist and staff, landowners, partners, contractors, consultants and others to develop, implement, obtain grant funding for, oversee, and monitor a variety of forest health and wildfire resiliency conservation projects. This is a full-time, exempt position working under the supervision of the Executive Director. The position includes a combination of program and project development and management; technical oversight; fieldwork; consultant and contractor coordination, management and oversight; budgeting and financial management; coordination and communication with landowners and agencies; and computer communications and reporting.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provides conservation technical assistance to individuals and groups of decision makers, communities, State and local government, tribes, and Federal agencies, to assist with the voluntary conservation, maintenance, and improvement of forest resources.
- Conducts forestland inventories to determine stand characteristics and to identify natural resource concerns related to forest health and wildfire hazard.

- Prepares Forest Management Plans for individual forest landowners within Humboldt County that includes an assessment of forest conditions, delineation of treatment units, and development of treatment prescriptions for fuel reduction and ecological restoration.
- Assists NRCS program participants with implementation of forestry related practices by developing detailed “Practice Requirements” for practices such as fuel breaks, forest thinning, slash treatment and tree planting.
- Assists in development of programs, work plans, and technical material for forest and woodland owners and others.
- Develops landscape-scale natural resource conservation planning projects, including coordinating with partners, developing funding, and developing treatment prescriptions and environmental compliance documents.
- Develops partnerships; attends and participates in local and regional meetings, including HCRCD Board of Directors meetings, Humboldt County Fire Safe Council and regional fire safe council meetings, other community meetings; and coordinates with local NRCS field office staff, CALFIRE Humboldt-Del Norte Unit staff, and other local partners and nonprofits. Represents the HCRCD and NRCS in a variety of settings to build partnerships and to support the mission and programs of the agencies.
- Performs day-to-day project management of projects, including partner and landowner coordination activities, subcontractor oversight, contract / grant agreement management (deliverable tracking, progress reporting, invoicing and budget monitoring), and other activities as needed.
- Develops funding proposals, in collaboration with other HCRCD staff, NRCS, and partners, to support program implementation and to ensure the continuous delivery of services.
- Conducts outreach workshops or presentations with/for community groups or other organizations.
- Maintains regular communication with the Executive Director regarding status of programs and projects and opportunities for funding and coordination. Works collaboratively with Executive Director to proactively resolve issues that may arise related to District staff, programs, projects, or consultants.
- Maintains regular communication with NRCS staff and coordinates HCRCD work with NRCS activities and technical assistance, as appropriate.
- Assists with preparation of HCRCD’s Long-range and Annual plans and coordinating NRCS Local Working Group Meeting.
- Facilitates cross-program learning and collaboration among HCRCD and NRCS staff, including attending staff meetings and other periodic cross-program learning and team building opportunities.
- Performs other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of and technical expertise in principles and methods of forest ecology or forest management with additional knowledge of soils, geology and hydrology, wildlife and fisheries and other forest resources.
- Knowledge of, technical expertise in, and familiarity with permitting and regulatory requirements related to forest resources.
- Ability to conduct forest inventories, including vegetation sampling and monitoring.
- Ability to interpret, apply, and explain rules, regulations, policies and procedure, as needed.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative and effective working relationships with a wide range of people.
- Possess excellent interpersonal skills, including tact, patience and courtesy. Must be able to maintain a high level of confidentiality.
- Possess good project management skill and ability to manage multiple programs and projects, budgets, and coordinate HCRCDC activities amongst a variety of stakeholders, agencies, and community members.
- Familiarity and experience with a variety of office machines and equipment including computer and printer, calculator, fax, copier and other equipment as assigned.
- Experience with Microsoft Office including Word, Excel, and PowerPoint.
- High degree of comfort working with spatial analysis software such as ArcGIS.
- Ability to write clear, accurate, and effective reports is required.
- Grant writing experience highly desirable.
- Experience driving off-road vehicles.
- Must possess a driver's license and insurance valid in California.

EDUCATION AND EXPERIENCE:

- A Bachelor's or Master's Degree in ecology or natural resource-related field with a specialization in forest ecology/management and a minimum of 4 years of relevant required.
- A California Registered Professional Forester (RPF) license is strongly desired, but candidates qualified and willing to obtain a Registered Professional Foresters license within one year may be considered.
- Experience with silviculture, timber management, wildland fire science or fire management, utilization of forest resources, forest regulation, invasive species management, watershed management, and wildlife or range habitat management is highly desirable.

WORK ENVIRONMENT:

The primary work environment for this position is indoors. Due to COVID restrictions, telework is desired and a telework stipend will be provided. The main HCRCDC office, located in Eureka and associated with the NRCS Eureka Field Office, is a shared workspace. The noise level in the main HCRCDC office is usually

moderate but sometimes very loud. The work environment experienced by this position will also include: field visits outdoors in all types of weather and terrain on public or private land and traveling alone or with others in a vehicle between project sites or to attend meetings. This position has limited exposure to high precarious places, toxic or caustic chemicals, vibration, and risk of electrical shock.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Limited evening and weekend work may be required. The Forester may have access to an NRCS vehicle in coordination with NRCS Eureka Field Office staff. A valid driver's license and proof of insurance is required. The Forester should anticipate occasional use of a personally owned vehicle for work travel; approved job-related mileage is reimbursed at the State rate. A work laptop and cell phone are provided.

PHYSICAL DEMANDS

While performing the duties of this job, the Forester is required to regularly talk, hear and see. The Forester must be able to type on a computer, write legibly, and use a phone. On a daily basis, the Forester is required to sit, stand, walk, operate a computer and other office equipment, walk on flat or uneven ground or through mud, climb, balance, stoop, bend, kneel, crouch, crawl, and lift a maximum of 40 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY, HOURS, AND COMMENCEMENT OF WORK

The starting wage range for this position is \$60,000 - \$67,000 per year based on qualifications. This is a full-time, exempt position expected to be 40 hours/week. A monthly contribution of up to \$200 towards the cost of health insurance is offered. Personal leave is accrued at a rate of 0.092 hours accrued for every hour worked. Leave is accrued beginning upon hire and available for use after the probationary period. There are a total of eight paid holidays per year. Position is subject to a 6-month probationary period.

APPLICATION INSTRUCTIONS

Position is open until filled. Application review will begin immediately. To apply, please provide a cover letter, resume, contact information for three references, and a completed Humboldt County RCD Application For Employment (downloaded from http://humboldtrcd.org/about_us/employment_opportunities).

Applications may be sent electronically to Executive Director Jill Demers at jillhcrd@gmail.com.