

# Job Announcement

## Forestry Project Manager



### **ABOUT THE IERCD:**

The Inland Empire Resource Conservation District (IERCD) is a local public agency, headquartered in the City of Redlands and providing conservation, wildland restoration, forestry and fire prevention, and education/ outreach service to residents in southwestern San Bernardino and northwestern Riverside counties. Governed by a seven-member board of directors appointed by the County of San Bernardino Board of Supervisors, the IERCD covers nearly 1,300 square miles of service area within which a range of biological features and cultural landmarks exist. Sixteen biological, educational, project management, and administrative staff work to carry out the District's vision, both through IERCD-focused projects and in collaborating with a variety of federal, state, other local public, and private, non-profit entities.

### **POSITION OVERVIEW:**

The Forestry Project Manager is responsible for spearheading and developing a Regional Priority Plan (RPP) for the San Bernardino Mountains and surrounding communities in collaboration with the IERCD Programs Manager and regional partners in support of the goals of the Regional Forest and Fire Capacity (RFFC) Program. Typical tasks include meeting with community groups and agency partners to discuss regional projects and priorities, planning and mapping projects in the field to include in the RPP, and assembling the final RPP written product to be used as a regional planning tool in determining projects for future grant funding. The Forestry Project Manager will focus approximately 50% of time on field related projects in the San Bernardino Mountains and 50% on office-based work. The Forestry Project Manager reports to and serves under the supervision of the IERCD Programs Manager.

---

### **POSITION REQUIREMENTS:**

- Demonstrated knowledge in and experience with forest health and fire prevention projects and community engagement around these topics
- Ability to work collaboratively with community members and partners to develop forest health and fire prevention project ideas.
- Ability to develop the planning and mapping details of each project and collect them into a comprehensive planning document.
- Effective electronic and physical file/data management
- General comfort with technology is required for this position. Basic understanding of field mapping (GPS) and ArcGIS is ideal but IERCD can provide training if an otherwise qualified applicant does not have this specific technology background.
- Possession of excellent writing and communication skills
- Ability to attend an average of 3-4 standing evening meetings each month, along with occasional planned weekend work.
- Be in possession of a current California Driver's License and auto insurance, as well as reliable transportation

### **KEY CAPACITIES:**

- Highly motivated, organized, and self-directing with the ability to prioritize workload
- Ability to collaborate on the planning and approach to a complex project, then execute tasks independently with minimal direction.
- Good listener and clear communicator with ability to maintain positive relationships with supervisors, peers, and partners
- Must be able to collaborate well with partners and community members
- Must maintain a professional approach to project work characterized by flexibility, positivity, and openness to feedback

## **DUTIES AND RESPONSIBILITIES:**

### **Regional Priority Plan Development**

1. In coordination with the IERCD Programs Manager, spearhead the development of the Regional Priority Plan for forest health and fire resiliency within the RFFC Project Area
2. Identify priority projects in partnership with CAL FIRE, US Forest Service, and other fire/forestry organizations
3. Organize planning meetings with landowners and community groups to solicit resident feedback on RPP effort and collect ideas for future priority projects
4. Visit project sites to discuss with project partners, map proposed projects, and determine planning needs including project scope, CEQA/NEPA, and project budgets
5. Develop written Regional Priority Plan including list of projects, summary of all projects, map products, partners involved, and ranking of project importance
6. Develop regional interactive map of accomplished and planned fuel reduction projects
7. Assist with grant writing for forestry projects and work with RCD staff and partners to and solicit grant opportunities for forest health and fire resiliency.

### **Planning Projects**

1. Oversee implementation of the Goldspotted Oak Borer (GSOB) project in coordination with IERCD Field Ecologist including conducting field surveys for GSOB impacted trees and working with contractors for tree removals and preventative treatments.
2. Manage a survey field team to monitor for GSOB including training and preparing the team for effective monitoring and coordinating landowner surveys as well as coordinating survey locations with the USFS.

### **Grant Administrative Work**

1. In coordination with IERCD Programs Manager, collect and manage data and documentation required for reporting for RFFC Grant
2. Meet frequently with IERCD Programs Manager and other grant staff to track progress of grant to ensure all grant deliverables are being met.
3. Assist with other projects as identified by Programs Manager

---

## **EDUCATION/EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in forestry, environmental science, natural resources management, or related field
- 2+ years of related job experience in forestry/fire prevention or natural resource project management, including components of community outreach and planning

## **SALARY:**

The position of Forestry Project Manager is a non-exempt full time position. The position is fully funded for two years with the intention of continuing beyond grant term. Salary Range: \$56,160 - \$66,560

## **BENEFITS:**

Full time IERCD employees receive a Cafeteria Plan Stipend of \$847 each month for health insurance and are enrolled in the CalPERS Retirement Program. The benefit package also includes a monthly phone stipend, 12 paid holidays, and paid vacation and sick leave after a 6-month probationary period.

## **HOW TO APPLY**

To apply, please submit resume, cover letter, and names/contact information of two professional references to:

**By Email:** Jen Castillo, IERCD Administrative Assistant: [jcastillo@iercd.org](mailto:jcastillo@iercd.org)

**By Mail:** Inland Empire Resource Conservation District  
25864 – K Business Center Drive  
Redlands, CA 92374

**Position is open until filled, to be considered in the first round of applications please submit by August 17<sup>th</sup> 2020**