

Regional Open Space



MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

RESOURCE SPECIALIST – I / RESOURCE PLANNER – I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under direction of a higher level Resource Specialist or Resource Planner, these positions provide a wide range of support activities in the management, enhancement and protection of the District's natural and cultural resources. These positions conduct studies and field observations to assess the status of natural and cultural resources; conduct literature searches and analysis of natural and cultural resource issues; participate in various resource management and restoration projects; and perform a variety of tasks relative to their assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the first professional level class in the Resource Specialist/Resource Planner series. This class is distinguished from higher-level Resource Specialist/Resource Planner positions by the performance of the more routine tasks and duties including researching natural and cultural resource management to support the development of plans and programs. Employees initially receive close work direction and may have limited fieldwork to conduct studies and observations. At full performance, positions may have independent responsibility directing significant resource management projects and contracts.

EXAMPLES OF IMPORTANT RESPONSIBILITIES

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Provide support in the management, enhancement and protection of the District's natural and cultural resources by assessing their status through field observation and research.
- Conduct research and gather scientific information regarding site conditions; survey field sites for flora and fauna; assist in the analysis of environmental impacts of projects and recreational use on District lands; assist in the development of, and implement resource management restoration plans for, specific areas and preserves.
- Provide technical assistance on assigned resource management projects and to field staff, interns and volunteers.
- Participate in a variety of public meetings; respond to questions and inquiries from the general public regarding resource management issues; conduct interpretive tours for docents, volunteers, neighbors or interested groups.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of resource management and the preservation and management of natural habitats.
- Participate on project team(s) to provide resource management support to planning projects; work with planning staff to develop and maintain resource inventories of District Land.
- Perform GPS mapping of natural features in the field; coordinate w/staff to enter resource data into GIS.
- Write detailed technical summaries, reports, and informational materials for the staff and public related to natural resources.
- Perform related duties and responsibilities as required.
- Manage databases regarding baseline conditions of natural resources.
- Assist in preparation and development of grant applications; administer grants and budgets.

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- Develop, administer and monitor consulting and other contracts; direct contractor's work in the field; review contracts and consultant's work to authorize payments.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of one or more of the following disciplines: biology, geology, earth sciences, ecology, wildlife and vegetation management.

Flora, fauna, geological, aquatic and archaeological resources of California. Local knowledge preferred.

Basic methods and techniques of resource protection and restoration.

Basic methods and techniques of research, analysis, and report preparation.

GPS/GIS software and mapping methods and techniques.

Procedures used in conducting and documenting field observations.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Assess status of natural resources through field observations.

Monitor trends of natural resources and threats in the field.

Identify and survey local common and rare plants and wildlife species of Central California Coast.

Organize information and data to address resource management issues.

Prepare and deliver clear and concise reports and presentations.

Interpret and apply applicable Federal, State and local laws, codes and regulations.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely in English, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a BS/BA degree from an accredited college or university with major course work in ecology, biology, wildlife or other closely related field; and:

Experience:

One year of increasingly responsible experience in evaluating, surveying or monitoring of natural resource systems. An additional two years of progressively responsible, related work experience in addition to a relevant AA degree may be substituted for the bachelors degree requirement.

License or Certificate

Possession of, or ability to obtain, a valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Office and field environment; travel from site to site to conduct observations of natural resources; exposure to inclement weather conditions and plant and wildlife endemic to open space lands.

Mobility: Walking, standing or sitting for prolonged periods of time; traversing rough terrain; light to moderate lifting and carrying.

Vision: Visual acuity to review detailed mapping and observe the condition of District natural resources and open space land.

Communication: Speaking and hearing in English to exchange information.

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Non-Exempt