

## EAST BAY REGIONAL PARK DISTRICT

### WILDLAND VEGETATION PROGRAM MANAGER

#### GENERAL FUNCTION

Under administrative supervision, to manage the District's wildland vegetation resources, including administration of a livestock grazing program to reduce wildland fuels, maintain and enhance native plant diversity, minimize brush encroachment, and maintain the open space character of the landscape.

#### ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to:

General Program Administration: Administers program through written communication with EBRPD office and field staff, grazing tenants, vendors, contractors, outside agencies, environmental organizations and the public to maintain, revise, renew, renegotiate or terminate existing grazing licenses, initiate and establish new grazing licenses, coordinate program activities, develop and implement vegetation management recommendations and decisions, respond to requests for information, purchase needed materials, and enter into contracts for services. Maintains records and files relating to the vegetation survey, classification, monitoring, inventory, and mapping work aspect of the position including reports, databases, spreadsheets, maps, grazing licenses, grazing rent billings, vegetation and grazing management plans, stocking plans, work plans, input into planning documents, Board resolutions, budgets, purchase requisitions, permits, contracts, agreements, etc.

Field Inspection and Monitoring of Grazing Units: Advises and coordinates with park staff to ensure grazing tenant compliance with terms of grazing license, avoid resource damage and overgrazing, and maintain acceptable visual standards; adjusts levels of livestock to correspond to variations in forage production that fluctuate in response to rainfall amounts and the weather; inspects infrastructure such as fences, gates, livestock drinking water, spring developments, ponds, corrals, cattleguards, and loading and unloading facilities to ensure functional condition to accommodate grazing on park land. In emergencies, performs minor manual labor (i.e., may need to repair fences).

Planning and Implementation of Range Improvement Projects: Meets with park supervisors, unit managers, other park staff, and/or grazing tenants in the field to communicate information, resolve problems, determine range improvement needs, and find common solutions toward improving program operations while accommodating other park uses and providing resource protection in the context of grazing.

#### OTHER FUNCTIONS AND DUTIES

Other functions and duties related to this role will include: Coordinates and supervises work of employees, interns; tracks management of livestock numbers and grazing periods in parks and prepares grazing rent billings; surveys, inventories and monitors vegetation resources; prepares maps illustrating land and resource features; administers contracts to complete range improvement projects; conducts analyses of new properties to accommodate grazing; prepares vegetation management section of planning documents; rangeland inventories and grazing unit management plans; surveys, monitors and inventories range improvements; works on unplanned and emergency projects; performs related duties as assigned.

MINIMUM QUALIFICATIONS

- Education: Bachelor's degree in range management, botany, or closely related field from an accredited college or university, and
- Experience: Five years professional experience directly associated with grazing programs including at least one year of supervisory experience, and
- Certificate: Certification as a professional rangeland manager, or the ability to obtain certification within three years.
- License: A valid California driver's license is a condition of initial and continued employment in this classification.

KNOWLEDGE, SKILLS & ABILITIES

Thorough knowledge of range management principles and concepts, including current scientific research; working knowledge of range improvement strategies such as fencing and water developments to control livestock distribution; knowledge of vegetation survey, inventory, mapping and monitoring techniques; familiarity with the flora and plant communities of the San Francisco Bay region; including special status species; knowledge of word processing, database, and spreadsheet programs; familiarity with computer graphics programs and geographic information systems; astute organizational, public relations and political skills, and ability to deal both with ranchers/grazing tenants and with the public in controversial situations. Ability to communicate well orally and in writing; good physical conditioning for hiking long distances over rugged terrain; ability to safely and effectively operate a 4-wheel drive vehicle; ability to establish and maintain positive working relationships with those contacted in the course of work at all levels, with a focus on quality customer service.

REPORTS TO: This position reports to the Stewardship Manager.

SUPERVISES: This position supervises support staff.

EMPLOYMENT CATEGORY: Management (Range MG02)

Adopted by Board: January 6, 1987

Replaces "Range Management Specialist", Adopted by Board: January 6, 1987

Revision Approved by General Manager: March 21, 2000

Revision Approved by General Manager: October 18, 2004