

EAST BAY REGIONAL PARK DISTRICT

STEWARDSHIP MANAGER

GENERAL FUNCTION:

Under general direction, supervises and manages development and implementation of multi-disciplinary natural resources management programs and strategies that address the diverse natural resources of the District's multi-use parklands. Oversees and supervises Stewardship Program Managers, Supervisors and technical support staff to assure annual budget goals, commitments and planning documents (Resource Management Plans and surveys for Land Use Plans) are completed in a timely, professional manner. Reviews interdepartmental projects and assures compliance with regulatory agency requirements (e.g., monitoring, reporting, permitting) as necessary and appropriate both for ongoing management programs and to support the District's overall activities and interests. Provides interdepartmental consultation, advice, and assistance pertinent to management of the District's natural resources.

ESSENTIAL FUNCTIONS:

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

Stewardship Program Management

Provides interdepartmental coordination for resource management programs and their implementation requiring the balancing of public recreation opportunities with good land stewardship. Position requires understanding of and ability to apply scientific principles, procedures, practices and theories pertinent to all disciplines of stewardship services (e.g., water quality, fisheries, wildlife, vegetation, conservation and restoration, integrated pest management) and ability to integrate these with the needs and constraints of other District departments. Supervises and supports the budgetary needs of the Stewardship Unit. Provides staff support for both the Natural Resources and Ecology Committees and issues external research permits for appropriate research on District lands. Represents the District or assigns specialists to numerous outside committees, task forces, etc., as appropriate to represent the resource management interests and objectives of the District.

Regulatory Agency Compliance

Assures all required Stewardship monitoring and reporting for resource management, mitigation and restoration projects are completed and submitted in a timely fashion as required by regulatory agencies. Stays abreast of new regulations and laws pertinent to and affecting the District's management of its lands and devises strategies for compliance with federal, state and local regulations. Provides interdepartmental assistance in procuring regulatory agency (e.g., Fish and Game, Army Corps, Regional Water Quality) permits and approvals for construction and maintenance projects. Undertakes work as necessary to identify local, state and federal issues and proposed programs that require District involvement to protect the District's open space, recreational, and resource interests.

Parkland Plan Documents

Assists the Chief of Planning and Stewardship to meet annual budget commitments for completion of Land Use Development Plans and other related planning documents. Assures that Stewardship Program Managers and Supervisors allocate time and resources to provide necessary natural resource inventories and management prescriptions that are included in planning documents and for plan environmental compliance (CEQA and NEPA). Reviews work of Stewardship Program Managers and Supervisors and writes management prescriptions for resources as appropriate. Involves Stewardship Program Managers and Supervisors in all aspects of the parkland planning process to assure timely inputs, resolution of resource conflicts, and multi-disciplinary approaches to resource management. Provides leadership in developing new resource plans and management strategies, such as Habitat Conservation Plans and grassland monitoring studies. Participates in public hearings when appropriate to

represent the District on natural resources issues.

OTHER FUNCTIONS AND DUTIES:

Other related responsibilities include: Performs administrative duties including regular staff meetings, annual staff performance appraisals, and budget tracking to assure departmental work is completed within budget. Attends conferences and outside agency meetings to stay current with resource management issues and scientific research. Responds to emergencies such as chemical spills or other unforeseen incident that may impact District natural resources (often weekends or irregular hours).

MINIMUM QUALIFICATIONS:

- Education: Bachelors' degree in natural resources management, biological sciences, ecology, etc., or a closely related field of study, and
- Experience: Four year's professional experience in one of the several related fields above. At least two years experience must have included management level oversight of comparable natural resources' program functions.
- Substitution: An advanced degree may be substituted for up to two years of required experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Strong background in knowledge of natural resources management procedures, regulations, laws, theories, practices, and principles and application of same at a professional level. Expertise and experience in a natural resource specialty (wildlife, water quality, etc.). Ability to write and communicate effectively and to maintain positive working relations with a diverse workforce.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Chief, Planning and Stewardship

SUPERVISES: Stewardship Program Managers, Supervisors and support staff.

Employment Category: Management, Range MG04
Adopted by Board: 07/19/1994
Revised by General Manager: 12/31/2001
Salary Revision Approved by Board: 1/1/04
Revised by General Manager: 2/4/04