

**MONTHLY SALARY RANGE: LPCCC Board Determines****DEFINITION**

Under policy direction, plans, organizes and provides administrative direction for all actions of the Lower Putah Creek Coordinating Committee (Committee); oversees Committee monitoring and vegetation management, develops restoration projects and grant proposals, administers restoration projects; maintains cooperative relations with landowners, government and regulatory agencies; and various public and private groups and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Committee and general supervision from the General Manager. Exercises direct supervision of staff.

**CLASS CHARACTERISTICS**

The Streamkeeper serves as the executive director of the Committee and oversees the monitoring, preservation and enhancement of Putah Creek Resources; maintaining relationships with the community, government agencies and non-governmental organizations; coordinates scientific assessments, identifies project opportunities and community priorities, promotes synergy with individuals and organizations, performs field survey and restoration work and manages a native plant nursery.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, administers, coordinates, and evaluates the work of the Committee in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the Committee.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Committee; develops conceptual plans and innovative approaches to creek restoration.
- Develops grant proposals, budgets, schedules and contracts.
- Oversees and integrates the work of consultants and contractors.
- Prepares reports and invoices.
- Advises the Committee on issues, projects, programs and financial status.
- Prepares agendas for Committee meetings, develops and maintains minutes of such meetings.
- Oversees the acquisition and maintenance of Committee data, resources and equipment.
- Performs field surveys and leads implementation of restoration projects including heavy equipment operations and transport; and materials handling.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices, methods, and techniques used in developing, planning, implementing, and evaluating creek monitoring and restoration programs.
- Applicable Federal, State, and local laws, codes, and regulations.
- Effective written and oral communication techniques and public relations.
- Technical analysis and writing skills.
- Principals and practices of public participation and interest-based negotiation.
- Basic principles of ecology, weed control, horticulture, geomorphology and environmental restoration.
- Techniques for effectively representing the Committee in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Computer applications, including word processing, GIS and database operations.
- Conflict resolution.

### **Ability to:**

- Develop projects, budgets, schedules and funding proposals.
- Work cooperatively with diverse stakeholders.
- Effectively represent the Committee in meetings with government agencies, non-governmental organizations and individuals.
- Plan, implement, monitor and adapt restoration strategies.
- Prepare clear and concise reports.
- Use tact, initiative, prudence and independent judgment under general guidance of the Committee.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
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**Education and Experience:** *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in ecology, biology, environmental planning, or a related field and five (5) years of experience in performing duties related to environmental conflict resolution. Experience working with a Board of Directors is highly desirable. Possession of a graduate degree and/or related certification(s) may be counted toward the required experience.

### **License and Certifications:**

Possession of an appropriate California driver's license and a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials from a computer screen; hearing and speech to communicate in person, before groups and over the telephone; ability to traverse rugged terrain and to operate water craft and work safely in and around swift water; to operate a motor vehicle to visit various Agency and meeting sites; and heavy equipment. This classification includes sedentary office work and strenuous field work. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; traverse creek obstructions in swift and deep water; perform equipment extraction operations and carry loads up to 50 lbs.

### **ENVIRONMENTAL ELEMENTS**

Employees work part time indoors in an office environment with moderate noise levels, controlled temperature conditions and outdoors in all weather conditions with exposure to potentially hazardous substances and situations. Employees may interact with upset staff and/or public and private representatives involved in environmental conflicts.

### **WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays.