

AUDUBON CANYON RANCH

JOB DESCRIPTION

Habitat Protection and Restoration Project Leader (Marin)

08/07

Description of Position

The Habitat Protection and Restoration Project Leader conducts work in support of the ACR Habitat Protection and Restoration Program. Responsibilities include managing native plant propagation work (approximately 30%), mapping, prioritizing, and planning invasive plant removal projects (approximately 30%), implementing restoration projects including scheduling and coordination of habitat restoration volunteers and seasonal staff (approximately 20%), producing written project plans, project reports, and grant reports (10%), and miscellaneous tasks associated with habitat restoration. The Project Leader may also design and conduct research and outreach on topics in restoration ecology and natural areas management. The Project Leader may be asked to represent the HPR program in professional partnerships and at meetings and conferences, exercising responsibility, discretion, and sound judgment. This position will work at ACR preserves in Marin and Sonoma Counties and may work at home contingent on successful task completion.

Status

This is a non-exempt short term/temporary position.

Supervision

The Marin HPR Project Leader works under the direct supervision of the Director of Habitat Protection and Restoration.

Working Conditions

This position will require some weekend work. Work may include physically demanding tasks under adverse field conditions. Work conditions may include multiple concurrent tasks, frequent interruptions, continuous noise, frequent deadlines. Some local travel is required.

Physical Requirements

- Ability to walk uneven trails with variable grade of several miles in length.
- Capabilities and stamina to conduct physically demanding resource management projects.
- Ability to safely perform repetitive finger movements at a computer workstation.

Minimum Qualifications

- Bachelor's degree and professional experience or advanced training in natural resource management, conservation biology, ecology, habitat restoration, or related field.

- Knowledge of ecological principles and familiarity with the native and non-native flora of Marin and Sonoma counties.
- Ability to work efficiently and independently at repetitive tasks under often inhospitable field conditions.
- Ability to develop a positive working relationship with diverse staff and volunteers.

Essential Knowledge, Skills & Abilities

- Knowledge of native plant seed collection, propagation, and restoration.
- Skill at techniques in ecological restoration and control of invasive plants.
- Ability to coordinate volunteers and communicate with public and partners.
- Ability to exercise sound judgment, and show appropriate levels of problem solving.
- Ability to independently and efficiently plan and manage important complex natural resource management projects.
- Ability to provide training and oversight to ensure safety and security of field crews.

Desired skills

- Strong writing ability, organizational, and reporting skills.
- Familiarity with GIS mapping and inventory techniques.
- Knowledge of Microsoft Access or other database systems.
- QAL or QAC.

Specific Responsibilities

- Lead native plant propagation activities for Marin preserves, including seed collection and storage, native plant propagation, and field planting.
- Manage Bolinas Lagoon Preserve native plant propagation facilities and associated habitat restoration volunteer program.
- Locate, identify, and map invasive plant populations on ACR properties.
- Prioritize, plan, and implement invasive plant eradication projects, maintaining clear records.
- Assist in establishment, treatment, and monitoring of field experiments.
- Recruit, direct, and supervise regular habitat restoration volunteers.
- Determine work techniques, train, and schedule seasonal staff and volunteers.
- Maintain tools and equipment, and obtain tools and field materials as required.
- Develop and manage special projects or perform other tasks as assigned.