POSITION: Ecological Reserves Manager

RECRUITMENT ID: 536

SCHEDULE: Full time 40 hours/week, Salary, Exempt – 11 months/year

LOCATION: Big Chico Creek Ecological Reserve (BCCER), Butte Creek Ecological Preserve (BCEP), and 25/35 Main Street

OVERVIEW: The Ecological Reserves Manager manages land owned by the CSU, Chico Research Foundation for purposes of natural resource preservation and enhancement, education, research, and community outreach.

SUPERVISES: Education Coordinator, Field Coordinator, Land Stewards, students, interns and volunteers.

ESSENTIAL JOB FUNCTIONS: Under the direction of the RF Executive Director, responsibilities include:

Administrative (40%)
- Develops and manages annual budget in coordination with the RF Executive Director and RF Finance Director
- Schedules and supervises all Reserve staff
- Oversees and facilitates the Reserve hunt program and acts as Hunt Safety Officer
- Manages the Reserve Access Management System (RAMS) tracking system

Programmatic (50%)
- Hosts and facilitates groups at the BCCER & BCEP, this includes: faculty field trips, faculty and student research activities; and community outreach events and hikes
- Tracks, manages and assures compliance with all environmental permits and regulations governing Reserve activities
- Consolidates and tracks all land management legal documents such as permits, deeds, and agreements to ensure continual compliance
- Oversees and coordinates safety program; ensures compliance with regulations; identifies and responds to safety hazards; develops and conducts regular safety training; reviews and updates all safety related programs and plans
- Continually evaluates projects and activities for risk and implements and documents procedures to avoid or minimize impacts
- Manages fundraising efforts to include: fundraising campaigns, event coordination, and development of grant applications

Maintenance (10%)
- Oversees the maintenance of vehicles, equipment and facilities
- Oversees restoration field activities and occasionally performs field work including invasive plant eradication, fence repair and road and trail maintenance
- Assists and oversees all prescribed burns and pile burns
- Maintains and updates visitor access sites and information kiosks

EMPLOYMENT STANDARDS:
Qualifications:
- Requires a Bachelor’s degree in biology, environmental science or related field, master’s degree preferred

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Understands and can interpret regulations and requirements, maintenance and operational needs, and ecological issues and concerns
• Takes ownership of problems and their solutions and can provide thorough analysis of issues and justification of recommendations
• Two or more years prior experience performing duties similar to those described above

**Physical and Mental Requirements:**
• Ability to organize ideas and communicate effectively both orally and in writing to a wide audience including regulators, stakeholders, volunteers, student staff and interns, visitors to the reserves, and faculty and staff
• Able to work with limited supervision and guidance to meet commitments
• Knowledge of and ability to operate power tools and hand tools including chain saws, brush cutters and other small equipment
• Demonstrates ability to develop and maintain constructive relationships with individuals and teams both internally and externally including interactions with difficult individuals
• Ability to manage time and complete tasks independently
• Ability to effectively utilize software systems (Microsoft Outlook, RAMS, ArcGIS)
• Ability to lift/carry up to 50 lbs. unassisted

**Environmental Working Conditions:**
• The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

**Additional Requirement:**
• Must possess a valid California driver’s license and a good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required. Must receive a DOJ/FBI fingerprint clearance (referred to as Live Scan) prior to beginning employment.

**Compensation:** $5,107.44 - $6,242.43 per month plus benefits. Pay commensurate with experience. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**Applications:** Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume, and three professional references. Incomplete application packets will not be accepted. The application can be located on our website. **Application review begins Wednesday, April 19, 2017.** Applications received after April 18, 2017, may not be considered. Applications can be submitted:

**By Mail:**
CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

**In Person:**
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

**By Email:**
rfhrjobs@csuchico.edu

**By Fax:** (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

**By Phone:** (530) 898-6811 or **Visit Our Website:** [http://www.csuchico.edu/rfdn/](http://www.csuchico.edu/rfdn/)