POSITION: Ecological Reserves Program Manager
Full-Time / Benefited / Salary / Exempt / 11 months per year
Part-time may be available with correlating adjustment to compensation and benefits

RECRUITMENT ID: 632

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

COMPENSATION: $5,110.00 - $6,250.00 per month, plus benefits. Pay commensurate with experience.

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

SUPERVISES: Field Coordinator, Land Stewards, student employees, interns, and volunteers.

ESSENTIAL JOB FUNCTIONS: Under the direction of the Ecological Reserves Director, responsibilities include:

Administrative (40%)
- Develops and manages annual budget in coordination with the Ecological Reserves Director
- Schedules and supervises all Reserve field staff
- Oversees and assists the Field Coordinator in facilitating the Reserve hunt program
- Manages the Reserve Access Management System (RAMS) tracking system
- Develops and manages grants in coordination with the Ecological Reserves Director

Programmatic (50%)
- Develops and implements programs consistent with the Ecological Reserves mission
- Manages projects to ensure compliance, intended outcomes, and future funding
- Assists in managing and assuring compliance with all environmental permits and regulations governing Reserve activities
- Oversees all day-to-day operations at the Ecological Reserves
- Oversees and assists the Field Coordinator in coordinating 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
- Oversees and assists the Field Coordinator to continually evaluate projects and activities for risk and implements and documents procedures to avoid or minimize impacts

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, forestry, fire ecology, 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, requirements, maintenance/operational needs, ecological concerns, fire mitigation, fire ecology, and fire regulations
• 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 employees, interns, visitors to the reserves, and faculty/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
• Ability to develop and maintain constructive relationships with individuals and teams both internally and externally
• 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 Requirements:
• 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

BENEFITS: 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.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• CSU, Chico Research Foundation application (located on our website)
• Cover letter
• Current resume
• Three professional references

APPLICATION DEADLINE: Application review begins February 15, 2019. Applications received after February 14, 2019, may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation 25 Main Street, Suite 206 Chico, CA 95928-5388

BY IN PERSON: CSU, Chico Research Foundation 25 Main Street, 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/

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.