



Clackamas River Basin Council

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Clackamas River Basin Council (CRBC) Position Announcement

Position Title: Restoration Program Manager

Location: Gladstone, OR

Announced: June 17, 2019, Application review begins July 1, 2019, Position open until filled

Summary of Position: The primary duties of this position are to plan, organize, coordinate and implement watershed restoration activities in the Clackamas Basin to fulfill CRBC's mission and meet priorities established in the Clackamas River Basin Council Action Plan and guided by sub-basin assessments. Instream restoration projects involve channel and off-channel habitat enhancements. Riparian enhancement projects involve invasive weed management and re-vegetation with native plants in the Clackamas Basin. Restoration Program Manager, under the direction of the Executive Director, allocates staff and resources among several projects; may lead the work of technical staff, contractors and consultants; reviews design plans and specifications for construction of restoration projects; oversees consultant designs and permit applications for restoration projects; reviews and approves pay requests by contractors and consultants. This position may include supervision of restoration field staff.

Duties of Position (Implement or lead others in implementing):

Develop Restoration Work Plans

- Coordinate preparation of annual work plan for restoration program, including budgeting and scheduling projects each year.
- Evaluate program effectiveness and recommend improvements periodically.

Project Management & Technical Assistance

- Provide technical assistance in support of watershed planning, sustainable development, and stream restoration projects.
- Identify grant opportunities for aquatic and riparian restoration projects.
- Develop proposals and submit applications for watershed restoration project funding.
- Manage restoration activities including scheduling, coordination and oversee design, permitting and implementation activities (e.g. work with engineers, construction firms, field crews, landowners, partners, and occasionally volunteers) through project completion.
- Develop and manage contractual arrangements with construction and/or reforestation crews, invasive weed treatment contractors, native plant stock nurseries, and others as needed to complete riparian vegetation projects.
- Review site treatment and planting plans to assure successful implementation.

Watershed Restoration / Stewardship

- Oversee monitoring and maintenance activities per established protocol.
- Facilitate partnerships with agencies, landowners and community groups to implement stream and riparian restoration projects. Participate in working groups and represent CRBC watershed restoration activities at meetings.
- Work with landowners, partners and contractors, as well as CRBC personnel, to fulfill programmatic goals, uphold the organization mission, and establish and maintain effective working relationships.

Project Tracking and Communication

- Track program accomplishments and project metrics related to restoration and use of funding.
- Oversee overall data management, including customized database and ArcGIS, for accuracy in data entry and analysis in support of project reporting that summarizes data and activities to funders, landowners, CRBC Board of Directors, and public.
- Present restoration project achievements to CRBC Board of Directors, corporate sponsor(s), public, and natural resource professionals, including tours of project sites.

Other

- Provide support for CRBC Board of Director meetings and office administration activities.
- Assist Executive Director, other staff, and Council committees with Council projects, programs, events and other activities as assigned.
- Assist CRBC Board of Directors, in coordination of a governing board committee related to watershed restoration or protection (e.g., Watershed Issues and Policy Committee).
- Oversee maintenance of field supplies and project equipment.
- May provide supervision of field staff.
- Manage software updates, as needed, including ArcGIS.

Qualifications / Requirements:

- Professional experience required in project management for natural resource stewardship programs
- Profession experience required in program management including program planning, development, implementation and monitoring
- Demonstrated interest in natural resources and community partnerships
- Proficient communication skills
- Computer software proficiency with Microsoft Office programs
- Knowledge of and experience with GIS preferred
- Preference for 4-year degree related to project management, natural resource management, environmental science, or related field
- Available to work evening and weekend hours as may be needed
- Valid driver's license and reliable motor vehicle

Status: Full-time, Exempt

Salary: Commensurate with experience

Benefits: CRBC pays 100% of Employee-only medical & dental insurance, life insurance and short- and long-term disability; retirement plan; paid time off includes 10 holidays, and vacation & sick leave earned

How to Apply

Submit:

1. Cover letter
2. Resume
3. Three professional references- with contact information, including phone number

Via email to

Cheryl McGinnis, cheryl@clackamasriver.org , or mail to CRBC, P.O. Box 1869, Clackamas, OR 97015.

Application review begins **July 1, 2019**. Position is open until filled.