

JOB OPPORTUNITY

Water Quality Project Manager

November 1, 2022

BACKGROUND

The San Mateo Resource Conservation District (RCD) seeks a Project Manager to support clean water initiatives that help protect human and ecological communities in coastal San Mateo County.

RCDs across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is non-regulatory, confidential, and free.

Our water quality program works to ensure that water in creeks and beaches is clean for people and wildlife for generations to come.

POSITION

You will help the RCD employ three primary strategies protect water quality in coastal watersheds: [1] understanding sources of pollution through water quality monitoring and infrastructure evaluation; [2] reducing pollution through implementation projects; and [3] engaging the public through outreach, education, and community science programs. The work generally involves managing and/or coordinating water quality monitoring projects from data collection through to reporting, working with landowners/managers to find solutions to water quality issues, and directly interfacing with the public through outreach and education initiatives including community science projects.

You will work closely with a broad array of internal staff, partner organizations, government agency staff, and public and private landowners. This will require high levels of engagement and personal interactions, sometimes during non-regular business hours.

The Water Quality Project Manager position is full-time and primarily funded through grants and agreements with other public agencies.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage monitoring activities, including data collection in the field, data entry, data management, data analysis, equipment preparation and supply maintenance (you will be trained in all required protocols).
- Manage and coordinate all aspects of the community science project, “First Flush.”
- Have primary responsibility for ensuring the program’s social media presence.
- Identify and seek funding opportunities through private, local, state, and federal sources.
- Help prepare grant proposals and communicate with funding agencies and grants managers.
- Help identify and support strategic opportunities for partnerships, resources, and communications to advance program goals.
- Support and sometimes lead the identification of emerging water quality issues and opportunities through collaboration with key external partners such as local municipalities, public land managers, and private landowners.
- Contribute to overall RCD goals and mission through tasks and special projects as needed.
- Communicate regularly with partners and foster positive relationships.
- Engage with communities through outreach and education initiatives that focus on the land-sea-connection and watershed stewardship.
- Respond to timely needs and pivot resources, such as in the wet season sampling efforts.
- Manage projects with technical advisors, partners, and stakeholders to ensure satisfactory completion.
 - Manage contracts with funders, consultants, and subcontractors.
 - Manage budgets, invoicing, and reporting.
 - Manage communications between project partners and stakeholders.
 - Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
 - Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols).

APPLICANT QUALIFICATIONS

Successful applicants will “wear many hats” at the RCD. They will benefit from previous experience in stakeholder engagement, identifying emerging opportunities, responding to timely requests, utilizing new and streamlined scientific principles, and high levels of collaboration. They will work across many disciplines

and therefore must have technical, administrative, communication, and interpersonal skills.

Minimum qualifications

- A genuine interest in water quality, stormwater pollution, and pollution control
- Excellent written and verbal communication skills to be able to prepare technical and scientific communication, grant applications, outreach materials, and public presentations; engage with the community; and convey complex content to diverse audiences
- Demonstrated ability (including direct experience as well as transferable skills) to manage projects including development and planning, administration, implementation, and monitoring
- Demonstrated ability (including direct experience as well as transferable skills) to design and implement water quality monitoring
- Ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Ability to walk on rugged terrain, lift and carry supplies, and utilize equipment during all seasons (including prying, moving, and replacing storm grates)
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn
- Valid California driver’s license, clean driving record, and current auto insurance

Desired qualifications

- Knowledge of ArcGIS
- Understanding of stormwater pollution and pollution control principals
- Understanding of Fecal Indicator Bacteria science, regulations, monitoring, and source control
- Experience with community engagement
- Experience coordinating or managing community science programs
- Experience with environmental construction management
- Experience with grant writing, contract management, and procurement procedures
- Experience managing or coordinating professional social media
- Ability to develop print and social media outreach materials to a professional standard
- Experience with design software such as CANVA etc.

COMPENSATION AND BENEFITS

Financial compensation for the Project Manager will be commensurate with applicable experience up to \$90,000 per year. Benefits include a health, dental, and vision plan; paid time off; a retirement plan; and a flexible work schedule; and a fun, fast-paced, positive work environment with excellent coworkers.

COMMITMENT TO DIVERSITY EQUITY AND INCLUSION

We strive to foster diversity and inclusion, from hiring and management practices to board recruitment to community service to professional development and beyond. Candidates reflecting the social diversity of California and of San Mateo County are strongly encouraged to apply for this position.

APPLICATION INFORMATION

To apply, email a cover letter, resume, and three or more references to noah[at]sanmateoRCD.org. Applicants may later be asked to submit a driving record. Applications will be accepted through November 18, 2022. The position is anticipated to start work no later than January 3, 2022. The RCD is an equal opportunity employer.