REDWOOD COMMUNITY ACTION AGENCY
Natural Resource Services Division
NATURAL RESOURCE SPECIALIST I-Field/Office Support

POSITION PURPOSE

Under the general supervision of the Division Director or their designee; the Natural Resource Specialist I provides support to division projects. The Specialist I possesses specialized technical knowledge and/or experience and is both self-directed and capable of directing and motivating other Planners, Specialists, and Assistants. At any one time, the Specialist I may undertake primary implementation responsibility for several small to medium, simple projects or one large complex project. The Specialist I is an active participant in assisting with development of project programming, budgets, grants, and foundation proposals to provide sustainability for this position.

- This SPECIALIST I job description is a template (pages 1- 3) for all of NRS SPECIALIST I's across all of their programs. Please note that the Specialist I **may or may not** be expected to do all of the tasks listed on the job description template, as that is determined by the program you are working under (see page 3/4 for required tasks under **SPECIFIC QUALIFICATIONS & EXPECTATIONS** for NRS Specialist I).

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Provides project support both in the office and in the field to meet program goals
- Provides specialized technical and experiential support to projects including guidance on implementation techniques, budgeting, invoicing, timelines, quality control, and subcontractors.
- Project support tasks include, but are not limited to the following:
  - Analyzing, evaluating and preparing planning and implementation documents; including site plans, reports, and regulatory documents and permits.
  - Writing, editing and formatting support for documents, proposals and reports.
  - The administration of simple projects including invoicing, managing budgets, and team building.
- Responsible for coordinating and implementing project components and tasks assigned to themselves and their staff (if any), including:
  - Clear communication with their supervisor about detailed scheduling and logistics, staffing requirements, and resource needs, such as materials and common equipment or vehicles.
  - Projection of upcoming project needs.
  - Problem identification and troubleshooting.
  - Budget tracking.
- Knowledge of and participation in overall development/grant writing efforts within the division.
- Provide assistance and/or support to the Division Director or other staff as assigned.
- Participate in strategic and operational planning and problem solving
- Contribute to the development and implementation of the Division policies, in line with the Agency's policies & procedures.
- At any one time, may be the assigned team leader with responsibility for no more than three small to medium, simple projects or one large, moderately complex project including:
  - Design of project implementation strategy, set and facilitate achievement of work quality standards and timeliness.
  - Creation, direction, and oversight of a project team.
  - Management of project budgets and maintenance of all necessary files and back-up information.
  - Oversight of project expenditures, invoicing, and monitoring payment receipts.
  - Oversight of project consultants and subcontractors, and technical work.
  - Development of good working relationships with landowners, government agency representatives, community organizations, and local business staff.
  - Identification of and securing permits and landowner agreements.
  - Completion of project progress and final reports, and creation of project products that meet or exceed contractual obligations.
- Encourage and facilitate clear communication between staff members, as needed.
- Responsible for participating in development of project work for self and other division staff; including assisting with grant writing.

- Attend or facilitate community events, symposiums, trainings, and/or seminars.
- May represent RCAA in preliminary contract and agreement negotiations, under the supervision of senior staff, to be finalized by the Director and the RCAA Executive Director.

JOB REQUIREMENTS

Knowledge of and Experience with:

- Meeting facilitation, outreach, and community organizing.
- Working with field crew members on outdoor beautification and clean up projects
- Technical analysis and assessment, technical writing and research.
- Program administration; including basic methods of negotiation of contracts, agreements, and the management of budgets.
- Personnel management, leadership, motivation, training, supervision and direction of staff, including appropriate delegation and follow-up.
- Understanding of project development, design, and implementation; including development of funding sources, competitive grant writing, contract development, and the creation of project bids, specifications, and budgets.
- Establishment and maintenance of cooperative and effective relationships.
- Relevant knowledge of government regulations and agencies and industry rules and practices.
- Creative approaches to problem solving.

Ability to:

- Travel to various local, state and/or national seminars and trainings if needed
- Establish collaborative partnerships
- Work with public, private and non-profit sectors
- Analyze situations accurately and adopt an effective course of action
- Perform job duties with a high degree of self-direction and with minimal supervision.
- Oversee a number of varied programs/projects and activities responsibly and effectively.
- Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
- Facilitate meetings with small to large groups of people.
- Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills in a culturally sensitive and appropriate manner.
- Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives, businesses, the community, and with individuals contacted in the course of work.
- Demonstrate creative approaches to problem solving.
- Organize and assimilate complex information and learn new tasks quickly.
- Understand and implement written and verbal instructions with a high degree of accuracy.
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies and Procedures Handbook and the Employee Code of Conduct
- Maintain a professional, confidential work environment.
- Ensure and protect Agency, employee, program/projects, and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

MINIMUM QUALIFICATIONS

- Educational Degree in a field related to the specifics of the position and division. In lieu of educational requirements, equivalent experience may be substituted on a year by year basis.
- One to two years administrative experience with increasing responsibilities.

OTHER REQUIREMENTS

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law

- Must have means and capacity to perform job related work with personal vehicle, as may be required, and must have proof of current automobile insurance
- Possession of valid California's Driver's License with acceptable DMV driving record
- Submit to background clearance with acceptable results
- Proof of required education (i.e. AA, BA, MSW, etc.)
- Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice messages

ESSENTIAL PHYSICAL ABILITIES
Employee must be able to provide the following with or without reasonable accommodation:
- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

NOTE FOR ALL EMPLOYEES
- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
- RCAA is an **"Essential Business"** that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE Natural Resource Specialist I who works under the direction of the NRS Division Director, or their designee; will provide planning, technical analysis and assessment, writing, coordination, and implementation support to NRS projects. The NR Specialist I is self-directed and capable of working with NRS staff to implement project tasks. The Specialist I may undertake implementation responsibility for a project component under the oversight of the assigned project team leader. The Specialist I may assist in developing projects and proposals being managed by others. The Specialist I will work with field crew members on various programmatic field projects and attend and support facilitation of community outreach events as assigned. This position may be assigned to NRS Watershed or Active Living programs.
This is a hybrid position offering both office work and field work with physical labor.

ESSENTIAL JOB FUNCTIONS
Specific Tasks:
- Provides project support both in the office and in the field to meet program goals
- Provides support to assigned planning tasks and project components
- Conduct/support community outreach activities and events
- Develop good working relationships with landowners, businesses, organizations, NRS/RCAA staff, funding source representatives and the local service or natural resources populations
- Sensitively interact with and representation of RCAA/NRS to the media, as requested and approved
- Communicate with Director/Supervisor and support staff, detailed short-term scheduling and logistics, staffing requirements; and needed materials, equipment, or vehicles
- Problem identification and troubleshooting

- Project file management, coordination and organization
- May work on field projects in the capacity of planning, research, and occasionally in the field assisting with non-strenuous field labor

JOB REQUIREMENTS

Knowledge of and Experience With:

- Fundamentals of natural resource sciences, planning and management
- Working with field crew members on outdoor beautification and clean up projects
- Implementation of natural resource projects, based on area of expertise (e.g. watershed management /restoration, ecosystem management, biological sciences, or environmental/community planning)

Ability to:

- Foster good working relationships with subcontractors, landowners, public agencies, businesses, and other organizations

MINIMUM QUALIFICATIONS

- Associate Degree in field related to natural resources management, biological sciences, or environmental planning (equivalent experience may be substituted for education on a year-for-year basis)
- One (1) year work experience in natural resources management, biological sciences, or community planning
- Experience with Microsoft Office software, Adobe Acrobat software, and Google products, e.g. Google Drive, Google Docs, Google Sheets, Google Earth

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER