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## **JOB ANNOUNCEMENT December 2016**

**POSITION TITLE: Field Biologist and Data Management Assistant**

**LOCATION:** RCD Office, 540 S. Topanga Canyon Blvd., Topanga CA 90290  
(Field work throughout the Santa Monica Mountains, Sepulveda Basin, Pierce College, and Santa Susana Mountains)

**HOURS:** **Part-Time: starting at 30 hours per month**  
Funded by RCD grants and contracts until March 2018.  
Field work (snorkel surveys) will be a minimum of 3 days per month.  
Office work will be at least 5 hours per month.  
Additional work (both day and night) dependent on rain events and specific field research events.

**APPLICATION DEADLINE: Friday, 9 December 2016**  
**Interviews will be scheduled week of 12-16 December**

**DESCRIPTION OF WORK:**

Conduct field work, including but not limited to: hiking, snorkeling, electrofishing, weir trapping, biological surveys, revegetation and invasive plant removal, and lifting/moving equipment.  
Assist with maintaining and calibrating field equipment including temperature loggers, data sondes, cameras and water quality testing probes.  
Assist with data entry and management.  
Implement QA/QC protocols.  
Assist with mounting and reading fish scales for age and growth studies.  
Assist with identification and analysis of macro-invertebrate samples.  
Assist with DIDSON camera operation, installation, image analysis and data collection.  
Assist with preparing graphs, tables and data summaries needed for project reports and scientific papers.  
Attend required training programs, including the RCD education DOCENT training.  
Assist in teaching field research and monitoring education programs with high school and middle school students.  
Represent the RCDSMM at public meetings and events, including some evenings and weekends.

**KNOWLEDGE AND EXPERIENCE REQUIRED:**

Education: Minimum of BS in Biology or related field.  
Expertise in Microsoft Word, Excel, Access databases, Power Point programs.  
Experience with GIS and imaging analysis software preferred.



**Experience snorkeling and diving.**

Comfortable hiking on slippery and uneven terrain.

Enjoy working in the rain through the night.

Experience aging fish using scale analysis, identifying macro-invertebrates preferred.

Current California Scientific Collecting permit, and/or electrofishing certification preferred.

Experience with California Department of Fish and Wildlife and/or National Marine Fisheries Service field protocols.

Experience working with locally endangered aquatic species and knowledge of the Endangered Species Act preferred.

Knowledge of natural resources issues and understanding of basic science research methods.

Experience organizing and analyzing project data and preparing grant and contract reports for research and restoration projects.

Self-directed and able to communicate effectively orally and in writing.

Ability to organize time and resources efficiently.

Ability to provide required reports and data within time specified.

Flexible in terms of total work hours and ready to work on short notice (especially when it rains).

Ability to supervise volunteers and interns.

Ability to take initiative and solve problems in the field.

Physically fit for field work.

Reports on time to all work assignments.

Sense of Humor!

**OTHER REQUIREMENTS**

Current CPR, First Aid and/or Wilderness First Responder certification.

Current drivers license with no points or tickets.

Live within 45 minutes – 1 hour of Topanga Canyon and PCH with traffic!

Reliable transportation to and from the RCD Office, various locations within the Santa Monica Mountains, and other field locations as needed. Mileage is reimbursed.

**COMPENSATION:** Hourly rate ranges between \$20.00-30.00 per hour, depending on grant/contract source.

**TO APPLY:** Please e-mail cover letter that provides times during week of 12-16 December you are available for an in-person interview, resume (include 3 references) and writing/graphing/mapping sample to [info@rcdsmm.org](mailto:info@rcdsmm.org) or mail to: RCD of the Santa Monica Mountains, 540 S. Topanga Canyon Blvd., Topanga CA 90290.

Interviews will be conducted between 12-16 December 2016.. Starting date is beginning of January 2017.

For more information, please call John Hendra at 818-597-8627 x102

**The RCDSMM is an equal opportunity employer.**