

## **Position Announcement: Monitoring Program Administrator for the Western Riverside County Multiple Species Habitat Conservation Plan Biological Monitoring Program**

The Biological Monitoring Program is responsible for monitoring 146 Covered Species and associated habitats as outlined in the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP). The overall goals of the Biological Monitoring Program are to collect data on the 146 Covered Species and associated vegetation communities over a 500,000 acre Conservation Area to assess the MSHCP's effectiveness at meeting conservation objectives and to provide useful information to Reserve Managers in an adaptive management context. Visit the Regional Conservation Authority website at [www.wrcrca.org](http://www.wrcrca.org) for links to Plan and Monitoring Program documents, Covered Species, and reserves and reserve design.

### **JOB DESCRIPTION**

The Monitoring Program Administrator for the Western Riverside County MSHCP Biological Monitoring Program is the primary supervisor for the Program and works closely with staff from multiple agencies, including the Regional Conservation Authority, Santa Ana Watershed Association, California Department of Fish and Wildlife, and U.S. Fish and Wildlife Service. The Monitoring Program Administrator must have experience with research, study design, and protocol-based field surveys for sensitive, rare, and endangered species, including: invertebrates, mammals, birds, reptiles, amphibians, plants, and/or vegetation communities. The Monitoring Program Administrator oversees and provides support for all Monitoring Program staff including: Biologist Supervisor (1), Data Manager (1), Office Assistant (1), Taxa Leads (4), Biologists (6), and contract-based GIS Analysts (1).

The Monitoring Program Administrator:

- Coordinates with multiple federal, state, and local agencies to develop and implement a long-term monitoring program to track distributions and population trends of 146 Covered Species and associated habitats in a 500,000-acre reserve area.
- Develops annual work plans and manages an approximately \$1M annual budget, including all personnel and project equipment needs.
- Oversees development and maintenance of survey protocols, Operations Manual, Long-term Monitoring Strategy document, Training & Safety Manuals.
- Oversees advertising and interviewing of Monitoring Program staff; and conducts annual performance reviews.
- Develops and maintains training programs for staff.
- Directs and schedules staff activities.
- Directs science-based study design for field surveys.

- Writes and edits annual survey reports and annual report for the Western Riverside County Regional Conservation Authority.
- Identifies contract needs, writes scopes of work, manages contracts.
- Identifies land access needs and coordinate with the RCA and land managers on land access agreements.
- Facilitates monthly reserve management/monitoring coordination meetings.
- Attends and presents information at monthly Regional Conservation Authority team meetings, Santa Ana Watershed Association meetings, and other agency meetings.
- Gives requested presentations to Regional Conservation Authority Board and other agencies.
- Coordinates with California Department of Fish and Wildlife and U.S. Fish and Wildlife Service on survey methodology and monitoring activities.
- Oversees annual distribution of Monitoring Program data and survey reports and works with Data Manager to distribute other requested data as appropriate.

#### QUALIFICATIONS

- Successful completion of a Masters or Ph.D. at an accredited college or university that included a major field of study in ecology, evolution, biology, botany, wildlife management, or other closely related field.
- Five years of experience with increasing supervisory responsibilities (e.g., leading crews in the field, interviewing new personnel, facilitating staff development & employee evaluations).
- Five years of experience collecting field data on sensitive wildlife or plant populations.
- Experience with sampling and monitoring techniques for a wide variety of rare and sensitive species, preferably in southern California (including threatened and endangered species across plant, vertebrate, and invertebrate taxa). For example, PAO, Distance, and mark-recapture sampling strategies, as well as power analysis, goodness-of-fit, and other hypothesis-based techniques. Understanding of accompanying study designs.
- Experience performing simple data analyses (e.g., descriptive data analysis, transforming non-normal data, power analysis) and more complex analyses (e.g., ANOVA, species density, detection probabilities that incorporate environmental covariates) using a variety of statistical programs (e.g., R, DISTANCE, MARK, PRESENCE) is preferred.
- Ability to summarize survey results in written reports, edit and provide comments on reports written by others, and present results to local land managers and funding agencies when necessary.

- Experience and proficiency with Microsoft Professional Suite and mapping programs such as ArcGIS.
- Ability to direct and provide oversight of staff.
- Ability to communicate clearly and effectively with a variety of groups and individuals; keep clear and accurate notes; work cooperatively with others, and independently with minimal supervision; complete complex assignments in a timely fashion.
- Ability to work long days, occasional evening and over-night shifts, and under harsh environmental conditions (e.g., rough uneven terrain, seasonally harsh weather conditions) is preferred, although field work is not a significant component of this position.

#### Other Conditions of Employment

This position is funded by the Regional Conservation Authority ([www.wrcrca.org](http://www.wrcrca.org)), and hired through the Santa Ana Watershed Association ([www.sawatershed.org](http://www.sawatershed.org)). All work effort will be for, and direction will come from, the Regional Conservation Authority. This is an exempt, permanent full-time position (40 hours/week).

Must be eligible to work in the U.S. Employment is contingent on passing a background check, physical exam & drug test. Must obtain a California driver's license within 30 days of hire. Will be required to complete, and must be willing to use, Wilderness First Aid and CPR.

#### Salary and Benefits

Starting pay is dependent on qualifications, ranging from \$39 - \$49.92 per hour (\$81,120 - \$103,834 per year). Benefits include an S-125 medical plan with a \$600 monthly stipend, a 6% retirement plan, paid leave, and a cell phone stipend. There is a one-year probationary period with performance evaluations at six months and one year.

#### Application Process

Applications will be accepted until the position is filled. Selected candidates must be available to interview in person or online using Skype. Start date is negotiable. Please submit a cover letter, resume or curriculum vitae, and three professional references to:

Jennette El Morsy  
Administrative Services Manager  
Santa Ana Watershed Association  
1835 Chicago Avenue, Suite C  
Riverside, CA 92507  
Office (951) 780-1012 Ext. 101  
Fax (951) 780-5893  
[jennette@sawatershed.org](mailto:jennette@sawatershed.org)

Questions about the position may be directed to: Jennette El Morsy - [jennette@sawatershed.org](mailto:jennette@sawatershed.org)