

REDWOOD COMMUNITY ACTION AGENCY
DIVISION DIRECTOR
Natural Resource Services Division

POSITION PURPOSE

Under the direction of the Executive Director, the Division Director has responsibility for all programs/projects undertaken by the Division including: staff hiring and overall supervision; developing the annual division budget; monitoring division finances; invoicing; timelines; quality control; subcontractors; and representation of the division and RCAA to various vendors, community partners and the media. The Director is also responsible for the administration and integration of all related services into one cohesive unit.

The Director also has responsibility for operations management including: office space; vehicles; tools; setting the Charge Out Rate fees (if applicable); staff training; performance evaluations; and information dissemination to staff.

The Director will be responsible for primary implementation of any number, complexity, and size of projects, as necessary. This position is primarily office-based but will include attending various public meetings, and assuming a leadership role in various conferences.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Day-to-day management of the division programs/projects.
- Oversight of division operations including office space, vehicles and tools, as appropriate.
- Overall fiscal management, including preparation of the Division budget in conjunction with the Finance Director, the program/project budgets, and coordination with the fiscal department to approve fiscal payment requests for all program/project expenditures.
- Point of contact with the Executive Director.
- Coordinates with program/project leads for staffing and allocation of resources for programs/projects.
- Responsible for quality control of division programs/projects.
- Cost Report reviews of division program/projects to assess expenditures, cost projections; expenditure patterns; progress towards program/project completion and the attainment of goals.
- Responsible for development within all programs and projects.
- Program/project and funding source development and trend analysis within all programs/projects.
- Possess specialized technical knowledge and experience.
- Ensure accurate and timely program information and analysis.
- Provide training and technical support to programs/projects including: guidance on implementation techniques; quality control; and the employment of subcontractors and/or consultants to assist as needed.
- Responsible for the staffing-related recommendations for the division, including: hiring, layoffs, disciplinary measures and terminations.
- Maintenance of high quality work standards and program/project timelines.
- Representation of RCAA and the divisions programs/projects to the media.
- Responsible for delegating tasks to others, including appropriate follow-up.
- Program administration and fiscal management; including negotiation of contracts, agreements, and the management of complex budgets.
- Research funding sources and prepare grant or contract applications.
- Other duties as assigned or necessary.

JOB REQUIREMENTS

Knowledge of and Experience With:

- Principles of administration and supervision.
- Basic personnel management, as well as providing leadership, motivation, training and supervision to staff, including experience with appropriate delegation and follow up.
- Federal, State and local funding sources; as well as other potential funding sources.
- Development of good working relationships with landowners, public agencies, businesses and organizations relevant to your program/project management and planning.
- Elements of program/project development, design, and implementation; including development of funding sources, competitive grant writing, and the creation of project bids, specifications and budgets.
- Creation and design of program/project implementation strategies and team building.
- Oversight of multiple complex programs/projects with consultants and subcontractors, as appropriate.
- First aid/safety procedures, maintenance of safety and high quality work standards.
- Fundamentals of community and resource planning and management as it relates to programs/projects.
- Researching Agency resources and industry rules and best practices.
- Technical analysis and assessments, technical writing and research, as appropriate.
- Macintosh and/or PC computers and Microsoft Office Suite; especially word and excel.

Ability To:

- Lead, direct, supervise and positively motivate division staff.
- Ability to read, understand, and analyze contracts/agreements to ascertain content and the ability to perform required tasks including related legal regulatory requirements.
- Ability to represent the division in preliminary contract and agreement negotiations, to be finalized by the RCAA Executive Director.
- Perform job duties with a high degree of self-direction and with minimal supervision.
- Oversee a large 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.
- Prepare and track financial documentation and manage budgets.
- Accurately estimate materials and costs required for your programs/projects.
- 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.
- Have means and capacity to run job-related errands.

- 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.

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 duties with personal vehicle, as will be required, and must have proof of current automobile insurance
- Possession of valid California Driver's License with current DMV printout showing acceptable driving record
- Submit to fingerprinting for criminal record clearance and background checks with acceptable results
- Valid First Aid and CPR certification or willingness or ability to be certified, if necessary
- 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

EXEMPT STAFF ONLY

This position is considered exempt from overtime pay according to The Department of Labor Laws; and as such, will occasionally include extended hours into the evenings and/or weekends.

PLEASE NOTE:

- This position is considered a "safety sensitive" job and will be subject to RCAA's "Substance Free Workplace" policy. This policy is included in the Policies and Procedures Handbook and a more detailed brochure is available from the Human Resources Department which further outlines the policy
- 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 observing safety precautions.

SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE NRS DIVISION DIRECTOR – serving under the direction of the Executive Director, or their designee. This position is primarily office-based but may include visits to field locations for site review and inspection, but does not include direct, physical labor.

ESSENTIAL JOB FUNCTIONS

Specific Tasks:

- Responsible for contract development, oversight, review and approval for all NRS projects including watershed, restoration, planning, outreach, and active living projects.
- Provide training and technical support to programs/projects within the division, including: guidance on implementation techniques; quality control; use of subcontractors; and the employment of consultants to assist the project(s).
- Responsible for managing the NRS tools and equipment; and for setting Charge-Out Rate fees for fee-for-service contracts.
- Responsible for developing own program/project work
- Responsible for primary implementation of any number, complexity, and size of programs/projects, as necessary, without direct physical labor.
- Responsible for quality control of division programs/projects
- Development of good working relationships with landowners, public agencies, businesses, and organizations relevant to natural resource management and planning.
- Knowledge of cartography or graphics design.
- Knowledge of planning principles and community outreach strategies
- Facilitate local and state permit processes in the design and planning of natural resource programs/projects.
- The Director works with the NRS Management Team which is responsible for division strategic and operational planning.
- Responsible for managing the NRS Division budget and preparing the Division's annual budget

JOB REQUIREMENTS

Knowledge of and Experience With:

- Implementing various restoration, planning or transportation projects.
- Project and program development, and grant and fee-for-service proposal writing.
- Developing grant agreements with State and Federal agencies and managing all aspects of the agreements.
- Developing fee-for-service contracts
- Facilitating project, working group, and/or community meetings. Leading a team cooperatively; facilitating group dynamics equitably.
- Understanding the fundamentals of natural sciences, community and resource planning, and the management of those fundamentals.
- Demonstrated commitment to fostering environmental and social well-being
- Local watershed and natural resource regulatory agencies and grassroots organizations and/or local planning and transportation agencies and community-based organizations
- Google Drive and Docs, Adobe software, Microsoft Office, and accounting software

MINIMUM QUALIFICATIONS

- Bachelor's degree in a natural resources field, environmental/community planning or a related field
- Five years direct supervisory experience, including field, office and technical staff
- Five years management level experience leading project budgets of at least \$250,000.00

DESIRED QUALIFICATIONS

- Master's degree or equivalent background in natural resources field or community planning field
- Five years' experience reviewing and managing contracts in both the non-profit and for-profit sectors
- California Landscape License or the ability to attain one, AICP certification, or other relevant technical certification.
- Experience researching and leading grant proposals to state, federal and foundation sources
- Experience implementing a variety of watershed restoration and planning projects including:
 - Knowledge of methods of natural resource restoration including erosion control, revegetation and in-stream habitat enhancement.
 - Experience in construction management.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYEE

EXECUTIVE DIRECTOR

DATE

DIRECTOR OF HUMAN RESOURCES

DATE

I have read, understand, and agree to perform the job functions as outlined above:

Print Name

Signature

Date