



NEW EMPLOYMENT OPPORTUNITY

Regional Conservation Deputy Director

(Full-Time w/ Full benefits)

Salary Range: \$13,153 - \$17,756 per month

Application Deadline: Open until filled

The Riverside County Transportation Commission (RCTC or Commission), established through California state law, oversees funding and coordination of public transportation services within Riverside County. The Commission's responsibilities have grown in the years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding, to responsibility for all aspects of region-wide planning for multimodal mobility needs in a rapidly growing region. RCTC administers Measure A, a half-cent sales tax measure, approved by voters to support transportation projects, programs, and services.

On January 1, 2021, RCTC became the managing agency of the Western Riverside County Regional Conservation Authority (RCA), which administers the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP). Covering the western half of the county, the mission of the MSHCP is to assemble a 500,000-acre reserve for the permanent conservation of habitat for 146 protected species. The MSHCP promotes the multi-benefits of biodiversity and open space access, while streamlining the delivery of transportation projects and other development in a sustainable manner.

Join an amazing team at RCTC and help plan and deliver mobility solutions for all communities while protecting the beautiful landscapes of western Riverside County!

General Description:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing complex and professional analyses and implementation of the Western Riverside County Multiple Species Habitat Conservation Plan (MSHCP) and programs; provides technical and policy direction to staff, management, consultants, contractors, and the Regional Conservation Board of Directors pertaining to MSHCP implementation; administers current and long-term planning activities for regional conservation programs and projects; manages the effective use of assigned resources to improve organizational productivity; provides highly complex and responsible support to the Regional Conservation Director in areas of expertise; performs related work as required. Receives general direction from the Regional Conservation Director. Exercises direct and general supervision over supervisory, professional, technical, and administrative support staff.

This is a management classification that manages all activities related to MSHCP implementation. The incumbent organizes and oversees day-to-day development and management of all MSHCP programs and activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Regional Conservation Director in a variety

of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating various programs and projects. This class is distinguished from the Regional Conservation Director in that the latter has responsibility for all functions of the Regional Conservation Department and for developing, implementing, and interpreting public policy.

Qualifications

Required: Equivalent to bachelor's degree in biological sciences, ecology, natural resource management/analysis, environmental studies, or a closely related field and seven (7) years of program management experience in natural resource management, wildlife management, biological research, ecology, or habitat restoration, including three (3) years of supervisory experience.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and oversees the management and monitoring of all aspects of MSHCP including obtaining rights of entry, monitoring funding sources available for reserve management and monitoring, preparing budgets, and coordinating regional conservation space utilization; coordinates and participates in resolving MSHCP implementation issues.
- Researches and prepares applications for federal, state, and local funding opportunities; coordinates grant application completion and submission, award acceptance, and contract execution and administration; ensures compliance with grant obligations and reporting requirements and timelines; serves as a liaison between RCTC, funding agencies, and local and regional partners.
- Participates in the development and implementation of regional conservation and MSHCP goals, objectives, policies, and priorities; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of regional conservation department processes and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Regional Conservation Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Regional Conservation Director.
- Manages and participates in the development and administration of assigned budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Reviews and approves Joint Project Review, Participating Special Entity, and Criteria Refinement findings regarding MSHCP consistency or inconsistency.
- Serves as a liaison between the MSHCP permittees, United States Fish and Wildlife Service, California Department of Fish and Wildlife, regional conservation working groups, and other stakeholders on MSHCP implementation.
- Drafts and updates policies and procedures relating to the implementation and administration of the MSHCP in keeping with planning documents and federal and state MSHCP permits.
- Directs and guides the management and monitoring of the RCA reserve.
- Develops strategies for reserve management and monitoring and use of reserves based on data trends and available resources; coordinates with reserve land and monitoring supervisors on implementation approaches; makes final decision on implementation of proposed changes.
- Authors the MSHCP Annual Report; coordinates with regional conservation department and other RCTC staff to ensure timely and accurate reporting.
- Strategizes and makes recommendations to bring complex projects into compliance with the MSHCP.

- Works with regional conservation legal counsel on conservation easements, encroachment correspondence, and MSHCP litigation and settlement agreements; provides advice, information, and materials related to real property for use by the legal counsel in court actions; serves as an expert witness on MSHCP implementation.
- Directs, coordinates, analyzes, and evaluates regional conservation mapping activities with geographic information systems (GIS) and related technical staff.
- Prepares, analyzes, and evaluates a variety of legal, regulatory, and conservation reports, contracts, and other agreements as required for interested parties.
- Coordinates and participates in resolving implementation issues with MSHCP permittees and/or wildlife agencies by gathering comments and perspectives from stakeholders and other interested parties and incorporating into final drafts for approval of the Director of Regional Conservation.
- Attends and makes presentations to the Regional Conservation Board, the RCTC Commission, committees, joint power authorities, other governmental agencies, and at staff meetings; provides assistance and input at various regional, state, and local public meetings in order to address regional conservation and MSHCP issues.
- Researches and responds to inquiries and requests in support of public inquiries and of senior management staff relating to regional conservation and MSHCP issues.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; negotiates consultant contract scope, schedule, and cost, and recommends approval of contracts; develops and reviews contract terms and amendments; ensures contractor compliance with established standards and specifications and time and budget estimates; reviews and updates deliverables; coordinates and reviews contract billings; analyzes and resolves complex problems that may arise.
- Interprets and applies federal and state guidelines to ensure compliance with program standards and intergovernmental funding requirements.
- Provides highly complex assistance to the Director of Regional Conservation in areas of expertise.
- In the absence of Director of Regional Conservation, provides assistance and guidance to staff and other departments related to regional conservation issues.
- Performs other duties as required.

Knowledge of:

- Administrative principles and practices related to the development, analysis, and evaluation of regional conservation programs and operational needs of the assigned programs.
- The MSHCP, or other regional Habitat Conservation Plan, species covered, and regulatory and legal compliance requirements.
- The natural history, conservation, preservation, wildlife habitat, and endangered species of Riverside County.
- Ecological processes and land stewardship.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles and practices of local government operations and governance by boards of elected officials.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing regional conservation programs, including state and federal Endangered Species Acts, CEQA, NEPA, 1600/Lake and Streambed Alteration Agreements, and regulated waters permitting.
- Organization and management practices as applied to the development, analysis, and evaluation of financial administration programs and operational needs of the assigned department.
- Recent and on-going developments, current literature, and sources of information related to the implementation of assigned programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the regional conservation department and RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and

legislative organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on-time and within budget.
- Manage MSHCP and related regional conservation activities and special projects involving participation by diverse and varied interests.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Provide guidance on, and communicate clearly, MSHCP requirements and compliance.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical & Environmental Elements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Summary of
Benefits Available**

CalPERS Retirement System
Classic: 2.7% @ 55 / PEPR: 2% @ 62
Up to \$1,500/month towards Medical Plans
Dental & Vision fully paid by RCTC
401(a) Money Purchase Plan
457 Deferred Compensation
\$100,000 Group Life Insurance

Short and Long-Term Disability
9/80 Work Schedule
Vacation
Sick Leave
13 Holidays/Year
Transportation Assistance Programs
Tuition Reimbursement Program

**An RCTC employment application and resume must be
submitted for consideration by the application deadline.**

For more information, please visit www.rctc.org