



NEW EMPLOYMENT OPPORTUNITY

Reserve Management/Monitoring Manager (Full-Time w/ Full benefits)

Salary Range: \$12,273 - \$16,569 per month

Application Deadline: October 31st, 2025 4:00PM

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 professional and technical support related to Multiple Species Habitat Conservation Plan (MSHCP) reserve management and monitoring and land management programs; collaborates with the Deputy Director of Regional Conservation on drafting monitoring/management protocols and management plans; assists in creating and implementing integrated species and habitat management programs for MSHCP Habitat Management Units; performs analysis of resource trends and restoration needs, fire management planning and coordination, and MSHCP project compliance; provides highly complex and responsible support to the Deputy Director of Regional Conservation in areas of expertise; performs related work as required. Receives general direction from the Deputy Director of Regional Conservation. Exercises direct and general supervision over professional, technical, and administrative support staff.

This is a program management classification that manages the activities related to MSHCP reserve management and monitoring. The incumbent organizes and oversees day-to-day activities of the reserve management and monitoring and

land management programs. 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 Deputy Director of Regional Conservation in a variety of areas. Successful performance of the work requires an extensive professional background. This class is distinguished from the Deputy Director of Regional Conservation in that the latter has full management authority in planning, organizing, and directing the management and implementation of the MSHCP and assisting in the management of all regional conservation department functions, programs, and projects.

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 professional experience in natural resource management, wildlife management, biological research, ecology, habitat restoration, or biological consulting with strong background in ecological principles.

Demonstrate expertise in MSHCP reserve assembly and general compliance.

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 manages the reserve management and monitoring and land management programs in support of the MSHCP; provides support on all aspects of MSHCP management; tracks MSHCP requirements for monitoring and management.
- Leads and oversees the work of consultant teams and partner agencies as part of regional conservation programs and projects, including:
 - Coordinates land management with Riverside County Regional Park and Open-Space District Department and reserve management with contractors like Santa Ana Watershed Association and other partners; reviews activities and projects to ensure compliance with MSHCP requirements.
 - Coordinates regularly with biological monitoring program staff and land management program staff on all facets of MSHCP compliance.
- Develops and updates draft and final MSHCP Adaptive Habitat Management Unit Plans for the regional conservation reserve lands; develops and updates plans for vegetation monitoring, species analyses, and related monitoring and analyses.
- Directs the establishment of systems for maintaining all property and facility space utilization inventories; coordinates and collaborates with land managers or project applicants on use of reserve lands.
- Establishes ecologically sound guidelines for fire management on RCA reserve lands and protocols for integrating monitoring and management data and long-term tracking of vegetation management.
- 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.
- Participates in public outreach events; provides information and answers questions pertaining to the MSHCP and related conservation issues in the county.
- Performs site visits of conserved lands, properties of interest, and proposed development sites to evaluate resources in the field.
- Participates in the development and implementation of regional conservation and MSHCP goals, objectives, policies, and priorities.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Deputy Director.
- Writes, reviews, and presents staff, technical, and other reports about regional conservation programs and activities.
- Assists in 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 RCTC 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.

- Participates in the development and administration of assigned annual budget; monitors and approves expenditures; directs and implements adjustments as necessary; ensures expenditures meet budget, grant, and program requirements.
- Interprets and applies federal and state guidelines to ensure RCTC compliance with program standards and intergovernmental and grant funding requirements.
- Manages, coordinates, and completes other special projects as assigned.
- 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 assigned programs.
- Theories, principles, and practices of field biology and ecology.
- The ecology of soils, vegetation, and species in the lowlands of western Riverside County.
- The natural history, conservation, preservation, wildlife habitat, and endangered species of western Riverside County.
- Methods and procedures for conducting field studies and obtaining research data.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing regional conservation programs, including the California Environmental Quality Act, National Environmental Policy Act, federal Clean Water Act Sections 401 and 404, and state Fish and Game Code 1600.
- 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 Authority 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:

- Manage MSHCP reserve and related regional conservation activities and special projects involving participation by diverse and varied interests.
- Gather and compile data and perform statistics to evaluate reserve program effectiveness and forecasting.
- Plan, organize, review, and evaluate the work of staff and contractors; train contractors/staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondences, 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 Regional Conservation Authority 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; must possess the experience and physical ability to perform job tasks in the field; 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. 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

This is a job that requires great facility with working in the field and office. The employee will work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining regional conservation, MSHCP, and RCTC policies and requesting and providing information.

**Summary of
Benefits Available**

CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPRA: 2% @ 62</i>	9/80 Hybrid Work Schedule
Up to \$1,500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	13 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	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

9/2025