

**JOB ANNOUNCEMENT**

Marin County Parks

Assistant Project Coordinator, Trails and Restoration

Application Filing Deadline:

Anticipated Start Date: August/September, 2016

Anticipated End Date: April/May, 2017 (this is a 9 month position)

**Pay:** $24.96/hour

**About the Organization:**

**Marin County Parks offers an extensive system of regional and community parks, open space preserves, and trails.** The department consists of two divisions, the Parks and Landscape Division and the Marin County Open Space District (MCOSD). Our mission focuses on preservation of 16,000 acres of land, as well as providing recreational opportunities for visitors. Our team is made up of committed professionals serving in the core programs of operations and maintenance, planning and resource management, volunteer management, environmental education, and administrative services.

**Position Overview:**

The Marin County Open Space District is implementing its Road and Trail Management Plan, which includes improvements for roads and trails projects as well as decommission of non-network trails. Under the guidance of the Natural Resource Planner, the Project Assistant will manage restoration efforts required by these projects. The Assistant will work closely with natural resources staff, equipment operators, trail crews, contractors, and volunteers to fulfill project mitigation requirements in a timely manner, while ensuring compliance with best management practices.

**Description of Duties:**

* Coordinate, implement, and monitor trail closures and restoration projects with guidance of Natural Resource Planner
* Monitor closed trails for new access, document any changes in trail conditions
* Fulfill monitoring and mitigation requirements of completed trail projects, collect data based on monitoring needs, and write scientific reports
* Plan, coordinate, and manage revegetation and restoration work required by permitting agencies, prepare site for native plant establishment and erosion control
* Maintain restoration sites, ensure survival of native vegetation by watering and replanting as needed, remove invasive vegetation
* Supervise volunteers in restoration activities related to trail projects, demonstrate proper safety measures and tool handling techniques
* Engage park visitors on site, communicate about projects and park issues in a friendly and positive manner
* Assist natural resource team staff with other projects or at other project sites, including the Wildlife Picture Index Project, Ring Mountain stewardship, Kent Island restoration, etc.

Other general tasks may include: gathering seed, working with volunteers, monitoring and collecting plant and wildlife population data, mapping and recording work completed using a GPS/GIS, data entry/data processing, maintaining tools and equipment.

**Required Qualifications:**

* Experience with trail and habitat restoration activities
* Ability to work outdoors all day, while engaging in regular physical activity
* Ability to work in difficult field conditions, which may include strenuous hiking and manual labor in rugged terrain, adverse weather conditions, and/or exposure to poison oak and ticks
* Valid Driver’s License
* Flexible, resourceful and self-motivated
* Ability to work independently in the field or with a team
* Desire to work with a broad range of people with different backgrounds, ethnicities, genders, sexualities, ages, and viewpoints
* Proficiency in writing and basic computer skills
* Must provide sturdy working boots and uniform-compliant pants
* Physical exam (scheduled after hire through County of Marin)
* Livescan background check (scheduled after hire through Marin County Sheriff Department)
* Recent driving record

**Desired qualifications:**

* Good plant identification skills, especially knowledge of Marin County flora
* Experience and familiarity with GIS software is highly desirable
* Knowledge of San Francisco Bay Area ecology a plus and field experience working in its natural areas
* Experience driving safely off-road in a 4-wheel drive vehicle
* Comfort working with power tools and hand tools
* Experience in volunteer management, enthusiasm for sustaining a community-based stewardship program, and a desire to engage a diverse population
* Excellent interpersonal, communication and public speaking skills
* Knowledge and familiarity with using ArcMap, MS Office, Adobe Suite, and Google applications preferred
* Bilingual in Spanish a plus

This is a full-time, field-intensive, 4-5 days per week, temporary position to last 9 months. The likely schedule for this position is Tuesday-Saturday. The position may be renewed annually depending on funding. Our office is located in the Marin County Civic Center in San Rafael, California.

**To Apply:**

Please send a resume and cover letter to Natural Resource Planner Jon Campo at [JCampo@marincounty.org](mailto:JCampo@marincounty.org).

[www.marincountyparks.org](http://www.marincountyparks.org)