



NRCS Conservation PROGRAM MANAGER

POSITION DESCRIPTION

The Program Manager is the Natural Resource Conservation Services (NRCS) conservation programs liaison of the District, reporting to the District Manager, and is responsible for providing guidance in all matters relating to programs funded by the NRCS for conservation services to local producers. With the District Manager, the Program Manager provides long-term vision and direction for the Program consistent with the strategic plan, goals and objectives, and policies established by the Board of the Directors.

Duties:

1. Actively seek out and write grant proposals that continue and maintain the work of the RCD at the level of operations directed by the Board of Directors. Coordinate with the District Manager, and other appropriate staff, in determining the scope and budget for any grant proposal to ensure it fits with the mission, goals, and expertise of the RCD.
2. Act as the primary RCD representative to the Natural Resource Conservation Service local, regional, state, and national offices.
3. Inspect and oversee program projects, ensuring budget, schedule, and scope are on time and within grant guidelines.
4. Work with the District Manager to research grants, develop fee for service contracts, and foster relationships with potential funders.
5. Ensure that statutes and government rules and regulations pertaining to or affecting District operations are followed.
6. Work with the agriculture community and forested landowners and develop projects for potential grant funding.
7. Identify, train, direct, and supervise Project Managers or Conservation Technicians in preparation for project work.
8. Support and participate in the District's educational and field activities.



9. Provide leadership and guidance to District personnel as necessary.
10. Support the District Manager in the preparation of contracts with funding sources, bid documents, and contracts for contractor services and materials.
11. Maintain and enhance the RCD Board of Directors working relationships with appropriate officials at the local, county, state, regional, and federal levels to further promote the needs and objectives of the District.
12. Other duties as assigned by the District Manager.

Essential Experience and Desired Qualifications:

- Must have the Conservation Planning Role Designation with the NRCS.
- Must have supervisory experience.
- Must have reliable transportation and valid motor vehicle license.
- Knowledge of NRCS field office operations and procedures sufficient for partnering with the local NRCS field and regional offices to manage NRCS funded project work.
- Knowledge of a wide variety of agro-economic, engineering, hydrologic, biology, and forestry concepts, principles, practices, and methodology sufficient to independently: resolve natural resource problems related to the implementation of soil and water conservation plans; modify and adapt standard process and procedures, recommend and justify appropriate natural resource management strategies, and; provide technical advice on natural resource conservation measures.
- Knowledge of soils properties and characteristics sufficient to interpret land use potential and deficiencies and advise partner agencies and organizations, landowners and users.
- Knowledge of NRCS soil and water conservation programs, including eligibility requirements for individuals and organizations for meeting participation and payment requirement provisions, sufficient to provide technical advice to employees, partners, landowners, and operators.
- Knowledge of laws, regulations, and policies governing all applicable cost-share assistance programs to carry out program objectives.
- Knowledge of laws, regulations, and policies governing federal contracting procedures sufficient to administer and manage NRCS contracting activities.
- Knowledge of efficient communications sufficient to market and provide guidance on soil and water conservation methods, measures, and techniques to community groups and rural landowners, users, and to respond to technical inquiries.



Working Conditions: This is a non-exempt full-time (40 hours per week) position. Offers flexible hybrid schedule of in-office and remote work. Applicants must be primarily located in Fresno County, or live within a reasonable driving distance. This position will require online meetings, in person meetings, and site visits to farms, ranches, and forested landowners in Fresno County. Site visits may include extensive walking with some physical exertion required.

Compensation and Benefits:

- Compensation range is \$35-\$45 per hour (approximately \$72,800 - \$93,600 annually) based on experience and qualifications.
- Paid Personal Leave (80 hours annually)
- Paid Holidays (6 days)
- Paid Sick Leave (40 Hours)
- Health Benefits (Begins after 90 days of employment)
- Retirement Options

To Apply: OPEN UNTIL FILLED. Send letter of interest and resume to District Manager Kelly Kucharski kkucharski@sierrarc.com