



Position Announcement  
**Land & Recreation Manager**  
September 2019

Placer Land Trust (PLT) is an accredited land trust and nonprofit organization that works with willing landowners and conservation partners to permanently protect natural and agricultural lands in Placer County for current and future generations.

PLT is seeking an experienced Land & Recreation Manager with strong technical experience and interpersonal skills to help manage preserves and build PLT's public recreation program.

### **Position Summary**

The Land & Recreation Manager will be responsible for: 1) land management and monitoring of certain PLT properties/preserves; and 2) developing and supporting public recreation and land access programs on certain PLT properties/preserves.

This position entails significant leadership and responsibility, assisting PLT Directors in meeting critical stewardship needs and setting and achieving expanding recreation goals. The Land & Recreation Manager will work primarily with PLT's 5-person Lands Team and will be supervised by the Conservation Director.

The position is exempt full time, 40 hours per week. The position is based in the PLT office in Auburn, CA, but requires frequent travel within Placer County; approx. 25% of the position involves field work/physical labor. Work schedule is Monday – Friday but requires flexibility, with frequent work during evenings and weekends. Limited telecommuting may be arranged.

### **Primary Responsibilities**

#### Land/ Preserve Management (50%)

- Ensure PLT's protected lands are permanently managed according to contractual and legal obligations. This includes adherence to specific contracts and requirements (e.g., conservation easements, deed restrictions, funding agreements, fees, leases) and general laws (e.g., fire safety, livestock control).
  - Manage and monitor certain fee title properties, ensuring adherence to and updates of Management Plans; includes field work and hard physical labor.
  - Monitor and enforce certain conservation and agricultural easements, ensuring adherence to all terms and conditions of the easement and Management Plans. Provide recommendations to landowners on land management practices.
  - Prevent or promptly resolve property or easement violations.
- Communicate and build relationships with landowners, neighbors, and other stakeholders (e.g., neighbors, tenants, funders, public agencies).
- Coordinate with livestock grazing tenants and other land-lease tenants (e.g., recreation providers, community groups) to ensure practices support PLT's conservation objectives. Coordinate maintenance and installation of fencing and other infrastructure needs. Assist with lease contract renewals.
- Identify and manage safety and liability risks, taking corrective action as needed (e.g., fencing upgrades or repair, road repair, fuel load reduction, addressing hazards, etc.).
- Assist with implementing habitat restoration/ enhancement projects.

- Maintain stewardship-related records.
- Provide on-call response to preserve-related emergencies.

#### Recreation & Public Access (30%)

- Lead PLT's recreation and public access programming, including assessment, prioritization and development of programs/activities; plan and oversee implementation in coordination with other relevant staff.
- Plan, guide, and oversee trail development and maintenance work, including supervision of volunteers and hired contractors.
- Lead existing managed public recreation activities, including the volunteer hike docent program and partnerships with outdoor recreation providers.
- Develop and implement new public access and recreation opportunities on PLT preserves.
- Support occasional outreach and member activities planned by the Operations Team on PLT preserves, including leading special hikes, tours, etc.
- Oversee select special projects, such as Auburn School Park Community Garden.

#### Lands Team Leadership & Support (15%)

- Provide a positive and engaged leadership role on the Lands Team.
- Assist program-related planning, including annual budgeting and operational plans.
- Improve and lead land management contracting and contractor selection processes.
- Manage complex projects and assist other program staff with project management.
- Contribute to application and management of grant opportunities.
- Serve as a technical resource to program staff.
- Purchase, maintain, and organize equipment.
- Use technology like iPads and project software used by the Lands Team.
- Support land acquisition efforts, including contributions to and review of stewardship cost calculations, Baseline Documentation Reports, and Land Management Plans.
- Stay current on key conservation topics and practices, including attending trainings and conferences, and arranging tours/site visits to learn from and with other organizations.

#### Other (5%)

- Participate in staff meetings, retreats, and other PLT activities.
- Fulfill general office & administrative tasks (e.g. timesheets, expense reports, board reporting, workspace organization) in a timely and accurate manner.
- Contribute photos from the field for marketing purposes.
- Represent PLT at select events, videos, media interviews, etc.
- Spread awareness of PLT and its impact in the community when interacting with partners and the public. Participate in PLT's large fundraising events. Through these activities, every employee plays a role in generating ongoing support for PLT and its mission.

#### **Essential Skills & Qualifications**

1. Demonstrated commitment to conservation and ecological-based land stewardship.
2. Bachelor's Degree in Ecology, Biology, Conservation, Environmental Science/ Policy, Rangeland Management, Outdoor Recreation, or similar field.
3. Minimum of 5 years' experience in land use and natural resources management (e.g., as a land steward/land manager with a land trust, parks agency, open space district, ranch).

4. Practical knowledge of conservation ecology and on-the-ground land management, including protecting/ promoting habitat quality, managing livestock grazing, managing fire/fuel loads, developing/maintaining trail systems.
5. Demonstrated understanding of monitoring protocols and data review.
6. Demonstrated ability to manage and complete multiple projects on schedule, including managing people (interns, consultants, contractors, and volunteers), contracts, budgets, schedules, workflow, and tracking outcomes.
7. Experience with outdoor recreation planning and management, including development of trails, parking, signage and other visitor amenities.
8. Demonstrated excellent communication skills (verbal, interpersonal, written); ability to work with diverse groups/partners in a variety of settings; comfortable managing conflict.
9. Demonstrated independent initiative with identifying needs and managing projects.
10. Team player with strong diplomacy, interpersonal and problem-solving skills.
11. Good physical condition; able and willing to work and hike in challenging conditions such as rough terrain or excessive heat, sometimes for long periods (full day / 5+ miles).
12. Proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook).
13. Ability to occasionally work weekends and evenings.
14. Valid driver's license.

### **Additional Desirable Skills & Knowledge**

15. Relative to item 3 above, preference for experience on lands with some public use.
16. Relative to item 6 above, preference for staff supervisory experience.
17. Relative to item 7 above, preference for experience with developing and/or coordinating recreation programming.
18. Experience with grant-seeking, grant administration and reporting.
19. Experience with mapping or project software/apps.
20. Experience with landscape-level conservation planning.
21. Experience with volunteer management.
22. Knowledge of Placer County.
23. Identification of plants and natural communities in the valley and Sierra foothills.

### **Salary & Benefits**

The salary for this position will range from \$55,000-\$70,000, based on skills and experience. Benefits include contribution to employer-provided health insurance; paid holidays, vacation, sick, and other leave; retirement program; and staff development.

### **To Apply**

Send cover letter and resume by **October 22, 2019**, to [info@placerlandtrust.org](mailto:info@placerlandtrust.org) with "Land & Recreation Manager Position" in subject line, addressed to Eden Rock (Operations Director).

PLT would like to fill this position by December 2019; however, recruitment will stay open until the right candidate is hired.

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