

HUMBOLDT BAY HARBOR, RECREATION AND CONSERVATION DISTRICT INVITES APPLICATIONS FOR THE POSITION OF

NATURAL RESOURCES COORDINATOR



Humboldt Bay Harbor District
Woodley Island Marina
601 Startare Drive
Eureka, CA 95501
(707) 443-0801



The tidelands, bays, and estuaries of Humboldt County have unique and diverse management needs. The Humboldt Bay Harbor, Recreation and Conservation District was created in 1973 to address these needs. The District oversees planned development of the harbors and ports within the District, as well as protection of the natural resources located here. It is a countywide agency with permit jurisdiction over all tide, submerged and other lands granted to the District, including all of Humboldt Bay.

One of California's most pristine estuarine environments, Humboldt Bay is the second-largest natural bay in the state. It presents a wide variety of unique habitats—such as open water, shallow water, mud and sand flats, salt marshes and ponds, agricultural lands, sand beaches, islands, and woody riparian vegetation. The Harbor District owns and operates a 240-slip marina, two marine terminals; a boat yard, Fisherman's Channel, boat storage and launch services and manages tidelands for the State of California.

District operations focus on three primary areas: commercial use, recreational use, and conservation. These operations are managed by a staff of employees and are governed by an elected board of commissioners.



Visit us at www.humboldtby.org



Compensation: Natural Resources Coordinator I

\$69,910 - \$85,180

Benefits:

- Medical, Dental, Vision, Life insurance
- Vacation and Sick Leave
- 13 Paid Holidays
- CalPERS Enrollment
- CalPERS 457 Plan Participation

Selection Process:

Candidates should submit a resume and cover letter **to mhiley@humboldtbay.org**

Position will remain open until filled.

Candidates requiring special assistance in any phase of the application or selection process should also send an email to the above address.

To be considered for this opportunity, candidates must complete the application material in a manner which thoroughly details their experience and qualification that makes them the ideal candidate for this position.

The Natural Resources Coordinator will play a significant role in shaping the future of the Humboldt County into a clean, green, and modern economy, that is able to thrive alongside a healthy and productive natural ecosystem.

The candidate must be a good communicator, have vision, and be able to collaborate with International, Federal, State, and local partners.

Ideal Candidate:

The Harbor District is working on several large and important development, restoration, and recreational projects around the Bay which will help to reestablish Humboldt Bay as a Port and ecosystem of State and national significance.

These projects include but are not limited to:

- Assessment and clean-up of former contaminated industrial properties around the Bay.
- Work with private property owners to revitalize 100's of acres of Industrial property directly adjacent to Humboldt Bay's federally maintained deep water navigation channel.
- Humboldt Bay trail network.
- Spartina eradication and eel grass restoration programs.
- Long fin smelt habitat restoration.
- Mariculture pre-permitting / Innovation facility.
- 1 1/2 mile ocean outfall discharge infrastructure.
- 12 million gallons per day bay water intake systems.
- Dredge sediment beneficial reuse program for marsh restoration, shoreline erosion, and construction fill.
- Climate change resiliency and sea level rise adaptation.

NATURAL RESOURCES COORDINATOR

Conservation & Recreation

Under the direct or general supervision of the Executive Director and their designee, the Natural Resources Coordinator manages the professional and technical activities of the Harbor District's conservation and recreation initiatives. Such activities are generally closely associated with District sponsored or other development projects around the bay that require mitigation, environmental enhancement, and recreational amenities as part of the approval process. Activities are also made possible by grant funds and coordinating with other government agencies, nonprofits, and community groups to achieve common objectives. The Natural Resources Coordinator is a full-time, permanent, unclassified management position.

CLASS CHARACTERISTICS

Natural Resources Coordinator I: This is the initial management class in the Natural Resources Coordinator I and II series. This class is distinguished from the Natural Resources Coordinator II by the performance of the management tasks and duties assigned to positions within the series while gaining knowledge and abilities. As experience is gained, assignments become more varied and are performed with greater independence. This position is alternately staffed with the Natural Resources Coordinator II and incumbents may advance to the higher level upon meeting the promotional requirements established for the position.

Natural Resources Coordinator II: This is the mid-management class in the Natural Resources Coordinator I and II series. This class is distinguished from the Natural Resources Coordinator I position by the independent performance of the full range of more complex duties and the level of advanced expertise that is gained through years of experience. This class requires only limited direction as new or unusual situations arise. This class is flexibly staffed and normally filled by promotion for the Natural Resources Coordinator I, or when filled from the outside, requires satisfactory demonstration of ability to meet the requirements established for promotion to the position.

EXAMPLE OF DUTIES – duties may include, but are not limited to the following:

- Implement the policies contained in the Humboldt Bay Management Plan and coordinate periodic updates as needed
- Write, implement, and administer project grants
- Support and monitor permit applications and associated conditions of approval
- Assist with CEQA environmental documentation preparation and compliance.
- Coordination and implementation of invasive species eradication programs
- Coordinate financing and implementation of wetland, eelgrass, long fin smelt, and other habitat restoration and enhancement projects and initiatives
- Participate in field research, sampling, and data collection
- Participate in sediment management including beneficial reuse and sea level rise adaptation planning
- Document and analyze biological and technical information
- Coordinate with Executive Staff in the acquisition, management, use, operation and maintenance of tidelands and upland coastal properties
- Research, plan, fund and develop the District's recreation programs, projects and initiatives
- Support the permitting and implementation of District dredging activities and the beneficial reuse of sediment
- Provide project management and field supervision on assigned District and partner agency field projects
- Prepare meeting materials, reports, grant applications, and professional presentations
- Prepare and coordinate feasibility analysis of Conservation and Recreation project
- Organize and catalogue regional technical studies and field data as they relate to Humboldt Bay
- Attend project meetings in both the office and the field
- Performs other duties as assigned

REQUIREMENTS

- Must be knowledgeable of Humboldt Bay's and regional natural resources, staying current on modern best management practices of ecosystems – terrestrial and aquatic
- Must possess customer service skills with knowledge in customer service management, methods, and techniques, and treat all individuals with courtesy, dignity and respect
- Ability to communicate both verbally and in writing with internal and external staff, consultants, agencies, customers and the public
- Possess strong organizational and problem-solving skills
- Must possess a California Driver License
- Possess a valid California Boater Card within six months of employment
- Possess valid basic First Aid and CPR certification within six months of employment
- Obtain a Transportation Worker Identification Credential within six months of employment
- Ability and skill required to tie up and handle boats
- Must be willing to work nights, weekends, standby, and on-call, as necessary
- Must be proficient in the use of general office equipment, computer programs such as Microsoft Word, Excel, Power Point, Outlook and internet applications
- Pass a pre-employment physical and related screenings