

Request for Proposal ***Spartina densiflora* Eradication Project Coordinator**

This is a 12 month contract position with the Humboldt Bay Harbor, Recreation and Conservation District, beginning on January 1 2014 or as soon thereafter as possible, with the possibility of extension. The Project Coordinator will work closely with Humboldt Bay National Wildlife Refuge (Refuge) Staff, including but not limited to the Refuge Ecologist, the California State Coastal Conservancy Project Manager, and the Humboldt Bay Harbor, Recreation and Conservation District's Conservation Director to implement the Humboldt Bay Regional Invasive *Spartina* Eradication Plan.

Knowledge, Skills, and Abilities:

- Knowledge of Humboldt Bay Salt Marsh and *Spartina densiflora* ecology
- Knowledge of environmental compliance monitoring & mitigation protocols for species eradication work
- Demonstrated experience coordinating complex projects, including budget tracking, scheduling of labor and reporting
- Demonstrated experience in ecological monitoring and understanding of basic statistics for monitoring design and data analysis
- Experience directing work crews in invasive species removal, especially in estuarine environments
- Ability to work without close supervision
- Ability to communicate orally and in written fashion efficiently and clearly

Duties:

Project coordinator will oversee the implementation of the removal of all currently extant *Spartina densiflora* on properties around Humboldt Bay, including the Humboldt Bay National Wildlife Refuge Property, and the treatment of all resprouts and seedlings that emerge during this period. The specific properties where removal will take place will depend on available funding, willing landowners, and the permitting process. It is likely that removal will take place on properties owned by the Cities of Eureka and Arcata and on State Wildlife Areas.

The duties of this position will vary based on need, and will generally include, but are not limited to:

- Oversee the implementation of the Eradication Plan, which includes managing a schedule to deploy labor crews such as California Conservation Corps, and Harbor District staff or contractors, to efficiently eradicate all *Spartina* growing within target properties.
- Implement a monitoring plan to track success of restoration efforts, including quantitative and qualitative (photo points) methods. Field assistance to be provided by contractors.
- Report orally (by telephone or meeting) to the District Conservation Director on a biweekly basis, deliver written progress reports monthly to the Refuge Ecologist and the District Conservation Director that include maps of areas treated and summary of crew labor utilized by location.
- Deliver written recommendations for deviation from the agreed upon methodology

and in consultation with Refuge Ecologist and District Conservation Director to apply adaptive management techniques.

- Coordinate work crews from several different entities including California Conservation Corps, New Directions, Sheriff's Inmate Work Force, the North Coast Resource Center, and California Department of Forestry and Fire Protection.
- Supervise a crew of salt marsh restorationists, who will provide training and direction to larger work crews, and will also work independently.
- Coordinate with the Harbor District to maintain detailed budget tracking and document labor needs by site.
- Assist in identifying additional funding for the Spartina Eradication effort
- Assist in preparing permitting applications and communicating with regulatory agency staff.

Work Environment

The selected contractor will perform work in an outdoor setting in tidal marsh around Humboldt Bay. Exposure to extended periods of direct sunlight and/or cool and damp weather is expected. Work will occur in muddy, wet substrates. Some boating (kayak or canoe) may be required, and Project Manager may also at times be transported in a District boat. The contractor is expected to possess and use appropriate safety equipment and modes of transport required for the work. All equipment shall be in good working order and meet applicable safety and operational standards.

Education:

- Bachelor's Degree in an appropriate field of Biology or Natural Resources management required.
- Master's Degree in an appropriate field of Biology or Natural Resources management preferred

License & Insurance:

This position requires the contractor to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. In addition the contractor must maintain workers compensation insurance, and commercial and auto liability policies at levels specified by the district.

Compensation

This is a contract position. Selected contractor will be paid a fee not exceeding \$70,000. Work to be billed in monthly installments.

To Apply

Submittals for this contract position will be accepted until December 16, 2013, at 4 p.m., at the District office (postmarks not accepted) at 601 Startare Drive Eureka, CA 95501, or by email to dberman@humboldtby.org. Complete submittals must include a resume outlining prior related experience, including jurisdictions in which related experience was obtained, a cover letter describing experience with each of the areas of Knowledge, Skills, and Abilities listed in this solicitation + three references.

If you have questions, please contact Dan Berman at 707-443-0801 or email him at dberman@humboldtby.org.