



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: March 2005**

### **ECOLOGICAL SERVICES UNIT MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To direct, manage, supervise, and coordinate the activities and operations of the Ecological Services Unit within the Watershed Management Division. Primary responsibilities include conducting scientific, environmental studies; preparing environmental documents in support of District projects and programs; coordinating assigned activities with other units and outside agencies; and providing highly responsible and complex staff assistance to the Unclassified Officer.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Unclassified Officer.

Exercises direct supervision over professional, technical, and clerical staff assigned to unit.

#### **ESSENTIAL FUNCTION STATEMENTS**

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assume management responsibility for the operations, services, and activities of the Ecological Services Unit, including oversight, development, and administration of the unit's annual budget; forecasting of funds needed for staffing, equipment, materials, and supplies; scheduling of projects, resources, and services; monitoring and approval of

expenditures; administering policies and procedures; and implementing program adjustments.

2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the unit, assigned programs, and projects.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; develop unit performance measures for operations, projects, and staff.
4. Select, train, motivate, and evaluate unit personnel; provide or coordinate staff development and training; work with employees to correct deficiencies; prepare staff performance reviews; and implement discipline and termination procedures.
5. Plan, direct, coordinate, and review the work plan for unit personnel; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems.
6. Conduct a variety of organizational and operational studies and investigations; recommend modifications to unit programs, policies, and procedures as appropriate.
7. Analyze and evaluate the impact of proposed District activities, projects, and programs on the environment, including, but not limited to: biological, fisheries, wildlife, vegetation, and water quality.
8. Provide technical consultation to various organizational units on biological, water quality, fisheries, wildlife, vegetation, water quality, and endangered species issues for the purpose of developing work practices and methods consistent with the mitigation, protection, or enhancement of the natural environment.
9. Manage the District's field monitoring program and environmental protection activities to support and meet program, project, or regulatory commitments.
10. Review and analyze environmental legislation and case law for possible effects on District projects; develop recommendations and modifications to project, programs, or policies.
11. Work with citizen and stakeholder groups in developing projects or environmental documents; make presentations to various groups regarding the environmental impacts and mitigation plans of proposed District projects.
12. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Perform related duties and responsibilities as required.

## QUALIFICATIONS

### *Knowledge of:*

Technical aspects of the Ecological Services Unit to the degree necessary to effectively manage and accomplish established objectives.

Theories and applications of ecology and related natural sciences.

Methods and techniques of environmental planning.

Methods and techniques of scientific research and analysis.

Principles of environmental assessment and mitigation.

Principles and practices of program development and administration.

Operations, services, policies, and procedures of the District.

Principles, methods, and techniques of effective leadership.

Principles of business letter writing and basic report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Principles and practices of employee relations and related labor laws as assigned.

Pertinent Federal, State, and local environmental laws, codes, and regulations having an impact on District projects.

Theory and practices of project management.

Principles of meeting facilitation.

### *Ability to:*

Oversee and participate in the management of the Ecological Services Unit.

Oversee, direct, and coordinate the work of lower level staff or staff assigned on a project basis.

Work with internal and external customers to effectively accomplish the objectives of the unit.

Analyze and evaluate the impact of proposed District projects on the surrounding plant and animal ecosystems.

Ensure adherence to established environmental protection laws and regulations.

Recommend modifications to District projects to ensure environmental compliance.

Confer and maintain contact with various environmental groups and organizations.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of unit goals, objectives, and procedures.

Effectively administer budget, personnel, and administrative issues in the unit.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions,  
and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Interpret and apply Federal, State, and local policies, laws, and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of  
work.  
Work with stakeholder groups.

### *Experience and Training Guidelines*

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience

Four years of increasingly responsible environmental planning, research, and analysis experience including two years of responsibility providing lead direction on an ongoing or project basis.

#### Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in ecology, environmental science, natural science, or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.