

## **EAST BAY REGIONAL PARK DISTRICT**

### **WILDLIFE PROGRAM MANAGER**

#### **GENERAL FUNCTION**

Under administrative supervision, to manage and protect the District's wildlife species and their habitats, including assisting to mitigate impacts and develop management strategies for rare, threatened, or endangered species as identified by regulatory agencies.

#### **ESSENTIAL FUNCTIONS**

The essential functions of this position include, but are not limited to:

**Wildlife Survey and Resource Analysis:** conducts field research, such as, identifies birds by sight and call; wildlife from tracks, scat, rubbings, feathers, scales or hair samples; traps and culls. Collects data in order to identify potential impacts and mitigation required with the development of park projects, planning documents or the Master Plan revisions. Monitors, manages and controls species and their habitat in accordance with State and Federal Endangered Species Acts. Maintains a database and maps of the District's wildlife species.

**General Program Administration:** supervises work of employees and interns; manages inter-agency projects and contractors; manages budget for the wildlife unit; schedules and establishes priorities; responds to direct requests from the General Manager and the Board of Directors through the General Manager. Serves on numerous committees.

**Interagency Coordination and Permit Retention/Report Writing:** coordinates and complies with regulatory agencies who issue permits and set legal requirements performed by the District (LUP's, Stream Alteration permits, Wildlife handling/trapping permits, CEQA documents, U.S. Army Corps Permits, BCDC Permits). Write annual review and reports as required by State and Federal permits.

**Review of Internal Documents, Developments and Proposals:** evaluates the potential impacts of District projects on the wildlife resources and recommends solutions to mitigate or reduce these impacts whenever possible. Reviews work of District staff and contractors to ensure compliance with regulatory permits.

#### **OTHER FUNCTIONS AND DUTIES**

Other functions and duties related to this role will include: feral animal control; responds to numerous requests and questions regarding wildlife; attends meetings, conferences and seminars; develops grants proposals; manages photo stock; respond to media/press; manages equipment, and performs other special projects as assigned.

#### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree in Wildlife Biology, Ecology, or a closely related field from an accredited college or university, and

**Experience:** Five years professional experience managing a wildlife program, including at least one year of supervisory experience.

**OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE**

**License:** A valid California driver's license is a condition of initial and continued employment in this classification.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of field survey techniques, habitat assessment, and a thorough understanding of the ecology of California. Ability to identify most wildlife by sight and sound; familiarity with word processing, database, and spreadsheet programs; working knowledge of ARC View, statistical analysis, and ability to read and interpret topographical and geographic information systems (GIS) based maps. Ability to use a variety of firearms, drive a 4-wheel drive vehicle, and lift up to 100 pounds. Ability to communicate well orally and in writing; good physical conditioning for working in rugged terrain, extreme weather conditions, tolerating poison oak, and be willing to work unusual hours. Familiarity with CEQA guidelines and the State and Federal Endangered Species Act. Ability to establish and maintain positive working relationships with those contacted in the course of work at all levels, with a focus on quality customer service.

REPORTS TO: This position reports to the Stewardship Manager.

SUPERVISES: This position supervises support staff.

Employment Category: Management, (Range MG02)  
Replaces "Wildlife Specialist", Adopted by Board: April 1989  
Revision Adopted by Board: March 21, 2000