



## THE ALPINE WATERSHED GROUP ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

### ALPINE WATERSHED COORDINATOR

**Salary: \$3520/month (full time equivalent)  
Contract position funded through June 2008**

**Final Filing Date: May 30, 2007 by 5:00 p.m.  
Interview Date: June 5, 2007**

#### THE POSITION

The Watershed Coordinator's primary focus is to assist the Alpine Watershed Group in achieving the goals of the Group's strategic plan which forms the basis for the grant funding; and to work on other watershed related tasks and programs as determined by the Alpine Watershed Group in consultation with the Alpine County Board of Supervisors. This is a contract position with Alpine County and will be supervised by the Alpine County Planning Director who is also a member of the Alpine Watershed Group.

The Alpine Watershed Group goals are to 1) Preserve and enhance the natural system functions of the Alpine County's watersheds 2) Inspire stakeholder participation to collaborate, educate and proactively implement projects that benefit and steward the county's watersheds and 3) Build the capacity of the Alpine Watershed Group to achieve its goals. More information about the Alpine Watershed Group is available at [http://www.alpinecountyca.gov/other\\_organizations/alpine\\_watershed\\_group](http://www.alpinecountyca.gov/other_organizations/alpine_watershed_group).

#### FUNDING

The Alpine Watershed Coordinator position was initially funded through a California Department of Conservation Watershed Coordinator Grant. This grant program is due to expire on June 30, 2007. There is a strong possibility that this grant will be extended through the end of 2007. The Department of Conservation is also in the process of renewing the grant program in the future. In addition to this grant, additional funds are available through the Alpine Watershed Group and Alpine County to fund the position through June of 2008. One of the primary tasks for the Watershed Coordinator will be to secure funding for the position beyond June of 2008.

#### DUTIES

**Example of Duties:** Duties may include but are not limited to the following:

- Gathering watershed information
- Facilitating and managing restoration projects
- Recruiting and coordinating volunteers
- Facilitating and administering Alpine Watershed Group meetings and activities
- Implementing community group outreach and education programs
- Assisting in coordinated planning with other agencies including the Forest Service, Bureau of Land Management, various resource conservation districts and appropriate federal, state and other local agencies.

## REQUIREMENTS

**Education / Experience:** A minimum of a high school education or equivalent is required. Additional course work, experience or training in a natural resource related field is desired. Any combination of the minimum education required and other relevant education and experience that provides the knowledge, skills and abilities necessary for satisfactory job performance will be considered.

### **Knowledge/Skills:**

- Good writing and verbal communications skills
- Experience facilitating meetings, administering groups, and strategic planning
- Ability to work with diverse stakeholders, building consensus among members and addressing the concerns of all involved; should possess a strong commitment to involvement of all parties
- Strong organizational and management skills
- Demonstrated project management experience, (restoration experience desirable)
- Demonstrated ability to be a “self-starter” independent worker, creative, flexible and persistent
- Working knowledge and understanding of watershed processes and issues
- Public education and outreach experience
- Experience managing volunteer efforts
- Excellent grant writing, grant administration, and fundraising skills
- Adept computer skills: knowledge of word processing, email programs, databases etc.

## COMPENSATION AND BENEFITS

- Salary: The salary is \$3520/month
- Health Insurance: Included in the above salary is \$400/month toward premium costs in an individual health plan selected by the employee.
- Smoke Free Workplace: Alpine County is a smoke free workplace.
- Other: Participation in Social Security/Medicare, Workers Compensation and State of California Unemployment Insurance.

## ABOUT THE COUNTY

Alpine County is located on the border of California and Nevada, south of Lake Tahoe. The County straddles the Pacific Crest and contains the headwaters of five major river systems – Carson, American, Truckee, Stanislaus and Mokelumne. The county seat is located in Markleeville. Residents enjoy outstanding scenic beauty and natural areas. Excellent outdoor recreational opportunities abound. More information can be obtained on the web at [www.alpinecountyca.gov](http://www.alpinecountyca.gov) and [www.alpinecounty.com](http://www.alpinecounty.com).

## HOW TO APPLY

**SUBMIT A COVER LETTER, RESUME, THREE REFERENCES AND SUPPLEMENTAL QUESTIONNAIRE (ATTACHED) TO THE ALPINE WATERSHED GROUP NO LATER THAN 5:00 P.M. WEDNESDAY MAY 30, 2007. COMPLETE DOCUMENTS MAY BE MAILED OR SUBMITTED VIA EMAIL TO:**

**Alpine Watershed Group  
P.O. Box 296  
Markleeville, CA 96120  
[watershed@alpinecountyca.com](mailto:watershed@alpinecountyca.com)**

*Alpine County is an Equal Opportunity Employer and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, mental or physical disability, marital status, sex or age.*

## SUPPLEMENTAL QUESTIONNAIRE

All applicants are required to submit written responses to the three questions listed below. Responses should be no longer than one page each submitted on 8-1/2 x 11 inch paper.

1. Describe your project management experience including obtaining funding, planning and managing tasks, directing or supervising the work of others and completing the project.
2. Describe your experience in natural resource management, watershed restoration, or other experience that you think is relevant to the watershed coordinator position.
3. Describe your experience in organizing and directing the work of volunteers.