

APOSD PROGRAM MANAGER

Definition

Under direction, manages and coordinates a major, sensitive, or complex program or project of the Agricultural Preservation and Open Space District (APOSD); performs comprehensive professional research and analysis related to District programs and/or projects; prepares, coordinates, and presents complex studies and reports; and performs related work as required.

Distinguishing Characteristics

The APOSD Program Manager is a management level class responsible for day-to-day coordination of a specific program and/or project, such as land preservation, conservation planning, land management, climate resiliency, and/or vegetation management. Incumbents exercise considerable independent judgment and discretion in the coordination and prioritization of their assigned responsibilities. The incumbent may be responsible for the supervision of staff; however, supervision is not a defining characteristic of the class. The APOSD Program Manager reports to either the Assistant General Manager or the General Manager.

This class differs from the APOSD Assistant General Manager in that the latter is responsible for providing long-term direction and management of multiple services and programs, and the General Manager by the latter's responsibility for providing leadership and strategic direction for the entire District. APOSD Program Manager is distinguished from the Acquisitions Manager, Conservation Planning Manager, and Stewardship Manager based on the latter classifications responsibility for the management and oversight of all functions and activities of one of the District's major programmatic areas.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited, to the following:

Assumes full management responsibility for assigned program or projects; develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards; coordinates the activities and any staff of the assigned program or project; coordinates and conducts comprehensive projects and studies.

Oversees program/project budget to ensure project cost effectiveness and timely implementation or completion; identifies and directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Identifies, procures, and manages project resources; recommends adequate staffing levels, supervises and directs any project team members; defines team roles and responsibilities; provides leadership which results in realistic expectations, goals, schedules and work assignments,

and a motivated, well-informed and well-prepared team; identifies and resolves obstacles to reaching project goals; may personally oversee and delegate projects and tasks to staff.

Manages project vendors and consultants to ensure project goals are met; oversees quality assurance on deliverables.

May negotiate contracts and services with vendors; coordinates and oversees contracts for services and products.

Researches, analyzes, and interprets data relating to changing federal and state laws and administrative regulations affecting assigned projects.

Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with standards, including program and project priorities, and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.

Coordinates grant requests with other agencies and/or non-profit conservation organizations for District projects; oversees federal and state grant funding requests to assist the District in developing properties for recreational or conservation purposes.

Confers with property owners, agents, and District partners to design and structure appropriate and feasible land protection and land management strategies.

Participates in and reviews District projects in accordance with the California Environmental Quality Act; reviews and responds to proposals for land use, development, improvements, and regional plans that impact District activities; evaluates environmental documents from other agencies for projects of interest to the District.

Coordinates activities with other program staff, County programs, and representatives of County, local, indigenous, regional, state, and federal agencies to pursue mutual goals.

Represents and serves as a District liaison; prepares letters, reports, and documents; may make presentations before a variety of Boards, commissions, and other advisory bodies, governmental agencies, and community organizations and interest groups.

Coordinates preparation of appropriate maps, visual displays, and other graphic materials by technical or professional personnel, including those used for presentations, meetings, reports, and/or necessary to formally document projects.

Works cooperatively to address District issues, ensures overall health of the organization, fosters good communications between program staff, and provides consistent and professional management.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: federal, state, and local laws and ordinances related to land use and environmental protection; agricultural, land conservation, and vegetation management

techniques and practices; resource management, land use, and environmental research, analysis, and documentation; economic trends; grant application procedures; principles and practices of project and contract management.

Working knowledge of: administrative principles and practices, including goal setting and program development and implementation; principles and practices of performance evaluation and supervision of staff, either directly or through subordinate levels of supervision; methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Ability to: understand, interpret, and apply procedures, laws, rules, and regulations as they apply to land use and environmental protections; coordinate and conduct conservation transactions and other open space activities and projects; adhere to deadlines and short time constraints; review work of other technical professionals; administer contracts and grants; understand and interpret various title reports, boundary descriptions, deed restrictions, and legal issues; research and analyze data pertaining to a variety of land use matters and develop effective courses of action; present ideas and concepts graphically and visually; plan, organize, and supervise the work of subordinate staff; train, develop, and lead staff; establish and maintain effective, cooperative relationships with people encountered in the course of work; perform analytical work carefully and accurately; speak and write clearly, concisely, and effectively; exercise independent judgment on diverse assignments; make presentations before boards and citizens' groups; use a personal computer, including word processing and database applications.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a bachelor's degree, or equivalent, in planning, ecology, geography, environmental studies, agricultural or resource management, landscape architecture, business or public administration, economics or other related field; and five years of professional level experience in one or more of the following areas: land conservation, open space or resource planning, park planning, environmental protection, land use, vegetation management or other related field, combined with some experience in project management and supervising staff. Experience in a similar agency and a master's degree are highly desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.