

# Center for Natural Lands Management

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## POSITION DESCRIPTION

### Preserve Manager – Santa Rosa Plateau Conservation Lands

Reports to: Regional Preserve Manager – Riverside County  
Location: Western Riverside County, near Murrieta, California  
Type: Permanent Full-time; Exempt (Salaried)  
Compensation: DOE; with benefits  
Application deadline: Open until filled, but for fullest consideration please apply no later than April 19, 2019



The Center for Natural Lands Management (CNLM) is a nonprofit 501(3)(c) organization, created in 1990, whose mission is the perpetual stewardship of natural and created conservation lands, sensitive species, and their resident ecosystems. Stewardship activities are currently divided between California and Washington.

Currently in California, close to 100 preserves—encompassing over 65,000 acres throughout the state—are within CNLM’s portfolio, with new preserves added regularly. The preserves vary in size from three to thousands of acres and are managed under direct ownership, conservation easements, or contracts.

Central to CNLM’s mission and fundamental to its success are the principles of rigorous cost estimation for managing conservation areas in perpetuity and application of appropriate scientific information for conservation and restoration. CNLM has a well-established practice of selecting for and investing in excellent staff to fulfill its mission. Currently, CNLM is headquartered in Temecula, CA, although most senior staff reside elsewhere and communication is more often by phone and email than by in-person meetings.

CNLM is seeking a well-qualified individual to act as their Preserve Manager for the Santa Rosa Plateau Ecological Reserve (Reserve) and adjacent conserved lands (together, “Plateau Lands”). The Santa Rosa Ecological Reserve is owned by the California Department of Fish and Wildlife (CDFW) and Riverside County Regional Park and Open-Space District (RCP). Until recently, The Nature Conservancy (TNC), under contract with CDFW, has had the responsibility of protecting, enhancing, and managing the natural resources on both the Reserve and adjacent conserved lands. Other properties that are part of the Plateau Lands are owned by RCP. The RCP is responsible for management related to public access, including public outreach, trail maintenance and environmental, historical, and cultural interpretive and educational activities on the all of the Reserve and Plateau Lands. CDFW holds conservation easements on some Plateau Lands.

Under a recently executed contract, CNLM will be responsible for protecting and managing the natural resources of the Plateau Lands, monitoring or coordinating monitoring of the easements held by CDFW for easement compliance, managing historic structures onsite, and coordinating for other public uses with the other parties involved in Plateau Lands management, including CDFW, TNC, RCP, and the Metropolitan Water District of Southern California (MWD). Those parties are members of the Plateau Management Committee (PMC) and have responsibility for oversight of management of the Plateau Lands in accordance with the goals and priorities set forth in the (1991) Cooperative Management Agreement for the Santa Rosa Plateau and the 2012 draft Land Management Plan.

The primary purpose of acquiring the Plateau Lands was to provide long-term protection for valuable

biological resources, specifically oak woodlands and grasslands containing vernal pools, and riparian areas containing tenajas (natural in-stream pools which retain water). The Plateau Lands support large areas of rare Engelmann oak woodland, native grassland and vernal pool complexes with reasonably intact hydrology. Combined with large areas of high-quality chaparral, the habitat mosaic provides excellent habitat for wide-ranging species such as mountain lions and mule deer. The vernal pools support the highest diversity of special status species on the Plateau Lands, including multiple listed plant and fairy shrimp species, as well as the endemic Santa Rosa Plateau fairy shrimp. The Ecological Reserve is one of the 134 ecological reserves in California that were designated and are protected by the State of California.

Additionally, the Plateau Lands offer wildlife-compatible recreational and educational opportunities for the public, opportunities for research and scientific study, as well as the protection of important historical and cultural resources. The Plateau Lands are home to the oldest buildings still standing in Riverside County, the Moreno and Machado Adobes, built in the mid-1840s.

The CNLM Preserve Manager-Santa Rosa Plateau (Preserve Manager), as a CNLM employee, will take direction from and work with other CNLM staff, work within CNLM's administrative and legal structure, uphold CNLM Board-approved policies, and represent CNLM stewardship standards. The Preserve Manager will work cooperatively with the PMC and take stewardship direction from the Land Management Plan.

## **RESPONSIBILITIES**

- Provide stewardship for all natural resources, including sensitive and listed species, on the Plateau Lands, including planning, management, enhancement, monitoring, maintenance, reporting, budgeting, grant writing, and other activities
- Lead and coordinate activities of volunteers, (potentially other) CNLM employees, and non-CNLM employees of participating organizations to accomplish certain projects
- Provide leadership for CNLM's presence on the Plateau Lands, including coordination with the Plateau Management Committee and its individual members
- Coordinate with the RCP, as appropriate, in provision of public services, cultivation of volunteers, and creation of an excellent environment for low-impact public enjoyment and discovery on the Plateau Lands
- Determine and acquire any needed contracted assistance for work that may, because of the need for specialized skills or permits, or because of scheduling conflicts may require additional capacity (e.g., fence installation, certain vegetation management activities, building maintenance, etc.)
- Monitor occurrences and populations of native, listed, and exotic species of plants and animals
- Coordinate inspections of or inspect certain properties over which CDFW holds conservation easements for compliance with the terms of those easements and other management obligations
- Plan and implement specific preserve management activities such as vegetation management
- Review monitoring protocols, analyze and interpret the results of monitoring activities and incorporate this information into management plans

- As needed, and working with others, help to determine need for and facilitate repair work on Preserve buildings, oversee general repair contracts
- Develop and maintain a permanent record of preserve activities, decisions taken, and preserve conditions
- Participate in planning and community meetings as a representative of CNLM and participate—in coordination with the RCP—public outreach and education efforts
- Prepare and implement annual work plans, budgets, and reports including funding proposals for onsite restoration, research, or public education projects
- Identify any additional (beyond provided budget and work plan) important activities, develop plans, and participate in efforts to acquire additional resources
- (Potentially) Participate in acquiring new parcels as expansion of the Plateau Lands which may include conducting PAR3© (Property Analysis Record) analyses on new properties and conducting associated field surveys and due diligence
- Work professionally and effectively with CNLM staff, the PMC, resource agencies, consultants, and other conservation organizations
- Fulfill other duties as assigned.

## **REQUIREMENTS**

- Master of Science (or Arts) degree in Natural Resource Management, Biology, Wildlife Ecology, Botany, or related field; or compelling evidence of equivalent experience and self-education that would result in understanding of core principles and ability to use statistical, preserve design, ecological, and genetic principles in preserve stewardship and decision-making
- Demonstrated experience (minimum of five years) with field management of habitat and species, preferably in southern California
- Demonstrated experience (minimum of three years) in coordinating diverse management interests in implementing conservation plans, preferably in southern California
- Demonstrated experience (minimum of three years) in preparing and/or implementing management plans for conservation land, preferably in southern California
- Relevant experience (minimum of three years is preferable) in land stewardship, including application of good management practices, restoration, and management of rare or fragile species
- Experience in monitoring of terrestrial, aquatic, and/or semi-aquatic species
- Excellent social, diplomatic, and supervisory skills with demonstrated effectiveness in working collaboratively, leading volunteer and public education efforts, and ability to professionally represent CNLM in meetings with partners and the public
- Ability to professionally and safely de-escalate and resolve argumentative situations with the visiting public

- Proven self-starter, able to work efficiently and effectively with minimal supervision and able to appropriately use initiative to meet habitat management goals; having the maturity and discretion to seek advice and policy guidance when needed and appropriate
- Able to quickly learn and effectively use CNLM's PAR App (Property Analysis Record), including the due diligence required for proper application of this tool
- Able to prepare annual budgets and manage Preserve activities within them
- Able to structure time effectively and meet deadlines
- Effective and professional communication skills—both written and oral; able to prepare succinct and professional reports and plans; ability to develop well-written documents based on CNLM templates
- Working knowledge of GIS and GPS technologies and associated software and a working knowledge of Windows operating systems (7,8, and 10) and PC applications such as Microsoft Office Suite;
- Must have or be able to quickly acquire and maintain a valid California driver's license and safe driving record
- Familiarity with native California wildlife and plant species, through research or management; ability to identify local plant species is preferable
- Understanding of basic statistical principles for designing monitoring protocols is required; familiarity with statistical analyses and associated software is desirable
- State of California Qualified Applicator License (to apply pesticides) is preferred
- Familiarity with federal, state, and local environmental legislation and codes such as the California and Federal Endangered Species Acts and ability to work with appropriate discretion in a context involving listed species and regulatory requirements
- Able to quickly acquire the skills and experience that would lead to acquiring one or more 10(a)(1)(A) US Fish and Wildlife Service permits for monitoring or conducting other activities that affect

## **WORKING CONDITIONS**

- Regularly required to hike through a variety of habitat types and terrain, walking over uneven ground, climbing over obstacles, sometimes for several hours at a time.
- Regularly sits or stands at a desk or computer workstation
- Regularly required to operate a vehicle to conduct stewardship responsibilities
- Frequently working in an environment that involves supervising employees or volunteers, managing public visitors, negotiating projects with regulatory agencies and others; Also involves working alone—in the field, as the sole CNLM representative at meetings
- Not infrequent evening and weekend responsibilities

- Some travel (in addition to that related to preserve management) for meetings, including travel that may occasionally be out-of-state
- Will be required to use or supervise the use of pesticides and or other chemical substances
- Occasionally required to use or supervise the use of powered equipment such as weed trimmers, chain saws, tractors, and similar equipment
- Regularly lifts, positions, or otherwise moves objects weighing up to 50 pounds.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

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*The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. CNLM management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*CNLM is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law*

*This position description does not constitute an employment agreement between the CNLM and the employee and is subject to change by CNLM as the needs of the CNLM and requirements of the job change. **CNLM is an At-Will Employer; either you or CNLM may terminate your employment at any time.***

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**TO APPLY:** Qualified applicants must provide:

1. A detailed letter of interest;
2. Current resumé or curriculum vitae;
3. Two examples of professional writing (such as publications, professional reports, or management plans. These may be abbreviated or excerpted if lengthy); and
4. Three professional references (names, affiliations, and contact information only). Note: Referees will not be contacted without prior applicant permission.

All applications will be acknowledged.

**Email these materials to:**

[careers-pm@cnlm.org](mailto:careers-pm@cnlm.org)

If email is not possible,  
the application can be mailed to:

Center for Natural Lands Management  
Attention: Human Resources  
27258 Via Industria, Suite B  
Temecula, CA 92590