

Code: 6134

Title: RANCH CONSERVATION MANAGER

SUMMARY:

Directs, organizes and manages the range conservation unit within the Natural Resources Division of the Pima County Natural Resources, Parks and Recreation (NRPR) Department. Develops and implements program plans, policies and objectives consistent with the Sonoran Desert Conservation Plan. Represents the program within the local community and directs the activities of professional staff.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops and defines ranch conservation program area goals, objectives, policies, and procedures and program performance plans subject to management review and consistent with the Sonoran Desert Conservation Plan;

Manages and administers ranch conservation program activities and evaluates program effectiveness and success;

Directs the activities of professional staff and evaluates performance;

Develops, negotiates, monitors, and administers contracts, leases and intergovernmental agreements (IGAs), for the ranch conservation unit;

Oversees ranch management contracts, leases, budgets, operations, and maintenance;

Monitors agricultural and ranch conservation easements;

Performs as program representative within the ranching and agricultural community, serves as the program contact person, and participates in promoting program activities to achieve agricultural rangeland conservation goals;

Develops and maintains effective working relationships and coordinates ranch conservation program activities with other County departments, public and private agencies, land managers, organizations, and groups to promote the program and to achieve its goals;

Coordinates conservation and management activities, including research, monitoring, analysis, habitat protection and security of critical habitats, cultural sites, recreation facilities, riparian habitats and/or wildlife corridors located on County-owned ranches and rangeland;

Analyzes Federal, State and local legislation to ensure ranch conservation program compliance with applicable regulations and policies;

Develops, writes and administers the ranch conservation unit's annual budget, prepares program related analysis, and identifies funding sources to support program activities;

Prepares, reviews and analyzes routine and special reports detailing the status and/or success of the ranch conservation program and prepares recommendations;

Directs the preparation and submission of proposals and grant applications;

Develops and maintains specialized databases containing program-specific information to direct and facilitate ranch conservation program objectives, reviews information and/or generates reports;

Makes recommendations to the Director of NRPR, the County Administrator and the Board of Supervisors regarding ranch conservation program objectives.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and procedures of public administration, management, supervision and program planning, development, and evaluation;
- applicable Federal, State, and local laws, rules, regulations, mandates and legal procedures for area of

- assignment and associated reporting requirements;
- principles and practices of budgeting, accounting, purchasing, contracting, and financial management;
- contract, IGAs, lease and grant application preparation, negotiation, and administration;
- community agencies, organizations, and resources;
- data and statistical analysis techniques and application to planning studies and projects;
- principles and techniques of effective communication to include written composition and public speaking;
- applications of automated information systems.

Skill in:

- planning, developing, evaluating, and managing programs and projects;
- preparing, monitoring and administering budgets, grants, contracts, leases and/or IGA's;
- researching, analyzing, and reporting data;
- presenting, explaining, and interpreting program goals, objectives, policies, and procedures to the public;
- directing staff and planning, organizing, and coordinating program activities;
- communicating effectively, orally and in writing;
- establishing and maintaining effective working relationships with service groups and organizations, other divisions, departments, jurisdictions, contractors and/or vendors;
- establishing, reviewing, and modifying procedural and technical guidelines to enhance program effectiveness;
- use of automated information systems to maintain or produce data;
- coordinating and evaluating the efforts of professional staff.

MINIMUM QUALIFICATION:

EITHER:

(1) A Bachelor's Degree from an accredited college or university with a major in Range Management, Environmental Sciences, Renewable Natural Resources, Wildlife Biology or other closely related field as determined by the Appointing Authority at the time of recruitment and three years of experience developing, coordinating, monitoring and/or administering rangeland conservation programs and grazing operations in the Southwest* which includes at least two years of supervisory experience.

OR:

(2) Seven Years of experience in rangeland conservation programs and/or livestock ranch operation and management in the Southwest* that includes a minimum of two years of supervisory experience.

*Southwest is defined as Arizona, Colorado, New Mexico, Nevada, Southern California, Texas, Utah and/or Northern Mexico.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona driver's license is required at time of appointment.

Special Notice Items: Requires the ability to work in extremes of heat, cold, dust and pollen with prolonged exposure to sun, wind and inclement weather and to traverse rough terrain on foot, 4x4 vehicle, mule/horse, quad ATV or other all terrain vehicles.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.