

POSITION DESCRIPTION

POSITION TITLE:	ASSISTANT PRESERVE MANAGER
JOB TITLE:	Conservation Practitioner III
JOB NUMBER:	450003
SALARY GRADE:	4
LOCATION:	Leola, South Dakota
SUPERVISOR:	Preserve Manager
FLSA STATUS:	Exempt

BASIC QUALIFICATIONS:

- BS in natural resources management or science-related field and 1 year related experience in custodial and ecological land management or equivalent combination of education and experience.
 - Experience working with or knowledge of natural systems. Ability to recognize plant and animal species as required to complete preserve management and monitoring activities.
 - Knowledge of ecological land management principles, including prescribed fire, ranch management, livestock husbandry, wildlife management and invasive species control.
 - Managing time and diverse activities under deadlines while delivering quality results and working independently.
 - Working knowledge of common software applications (e.g. Word, Excel, Web browsers). Working knowledge of GIS, GPS, and databases desired.
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ESSENTIAL FUNCTIONS – The Assistant Preserve Manager (APM) participates in preserve operations for The Nature Conservancy’s 7,800 acre Ordway Prairie Preserve, located in north central South Dakota, near Leola, as well as other properties. The APM is required to live on the preserve and is responsible for ensuring that all facilities, preserve grounds, and equipment are in good repair and well organized. The APM will implement preserve management plans using an adaptive management process – including chemical, biological, and mechanical control of noxious weeds, grazing management, and fire management as well as participate in research and monitoring programs. The APM will interact with preserve visitors, neighboring landowners, volunteers, contractors, researchers, donors, and partner agencies. The APM will act as a community liaison, promote the Conservancy’s mission, help visitors and partners access the preserve safely, lead field trips, and make presentations. S/he will assist with the coordination of seasonal staff, volunteer and educational programs, and donor events. The APM will function as a crew leader on prescribe fires and as a burn boss once qualified. This is a full-time, benefited position. Work hours vary from 35-50+ hours per week with possible evening, weekend, or holiday work required depending on the season and associated work duties.

KEY RESPONSIBILITIES:

- Perform ecological management tasks such as biological monitoring, invasive species removal, prescribed burning.
- Implement preserve maintenance tasks such as posting boundaries, trail maintenance, mowing and fence repair.
- Develop and implement maintenance schedules and records for all buildings, facilities, corrals, vehicles and equipment.
- Select, hire, and supervise seasonal staff, interns, volunteers, and contractors as necessary.

- Monitor compliance with leases and other contracts; work with other Conservancy staff to solve non-compliance issues.
- Evaluate and make recommendations for maintenance/repairs, purchase of equipment/tools, stewardship and monitoring projects, and staffing needs for budgetary purposes.
- Participate as a crew leader on prescribed burns. Prepare burn units and write burn plans as assigned. Obtain burn boss qualifications and perform as a burn boss on prescribed fires once qualified.
- Assist with annual bison management. Provide daily care of bison, assistance with annual roundups, work with bison buyers and sellers, assist with research projects and data collection, and assist with maintenance of herd records.
- May assist Philanthropy, Marketing, Government Relations and other staff.
- Will travel to provide stewardship of other preserves, to assist other program areas, and for training or meetings.
- May assist with developing grant proposals, conservation plans, and work plans.
- Other duties as assigned.

REQUIRED KNOWLEDGE & SKILLS:

- BS in natural resources management or science-related field and 1 year related experience in custodial and ecological land management or equivalent combination of education and experience.
- Experience working with or knowledge of natural systems. Ability to recognize plant and animal species as required to complete preserve management and monitoring activities.
- Knowledge of ecological land management principles, including prescribed fire, ranch management, livestock husbandry, wildlife management and invasive species control.
- Managing time and diverse activities under deadlines while delivering quality results and working independently.
- Working knowledge of common software applications (e.g. Word, Excel, Web browsers). Working knowledge of GIS, GPS, and databases desired.
- Ability to communicate clearly via written, spoken, and graphical means.
- Ability to operate and maintain various types of equipment in a safe and efficient manner (tractor, chainsaw, small engines, pumps, trucks, ATVs, lawn mower etc).
- Ability to follow instructions from supervisor and work cooperatively with colleagues.
- Ability to perform physical work, sometimes under adverse conditions or in inclement weather.
- Ability to pass annual fitness test (carrying a 45-pound pack over 3 miles of level terrain in 45 minutes or less).
- Ability to obtain required licenses or certifications, such as first aid, CPR, herbicide application, and driver's license. Must maintain a good driving record.
- Ability to obtain prescribed burn boss qualifications and successfully function as a burn boss once trained.

COMPLEXITY/PROBLEM SOLVING:

- Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes.
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances.
- Compiles data, resolves disparities and modifies processes to generate plans.
- Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems.
- Cultivates and develops creative ideas to improve conservation strategies.
- Applies diversified knowledge of scientific principles and practices to a variety of assignments.

DISCRETION/LATITUDE/DECISION-MAKING:

- Make day-to-day decisions as delegated by supervisor based on analysis, experience and judgment.
- Performs under close supervision and minimal supervision, or distant supervision, consulting with supervisor in event of any unusual circumstance, or complex issue.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- May supervise administrative and professional staff with responsibility for performance management, training and development.
- May lead or monitor work groups consisting of staff, interns, volunteers or contractors covering a wide geographic area.
- Monitors the progress of work groups toward achieving preserve management goals. Includes compiling data, and keeping supervisor, colleagues, and partners informed.
- Will work within/manage a budget to complete projects and assist with budget development.
- May negotiate contracts with Vendors, leases, partners, etc.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Builds cooperative relationships and collaborates with diverse groups -- including local land owners, conservation partners, government officials, TNC staff, scientists, volunteers, donors, board members, and the general public.
- Provides and obtains needed information, recruits support for the Conservancy and publicizes Conservancy efforts.
- Ability to function productively as a member or leader of a work team. Work and communicate effectively, convey work instructions to team members.
- Ability to interact with preserve visitors and to convey basic preserve information, including leading preserve field trips.

WORKING CONDITIONS/PHYSICAL EFFORT:

The Preserve Manager may work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. These conditions:

- require considerable physical exertion and/or muscular strain
- present frequent possibility of injury
- require long hours in isolated settings
- traverse rough/un-even terrain

Starting salary: \$27,000 – \$32,000 DOE plus benefits and housing

To apply: Send letter of interest, including date available to start work, resume, and a list of 3 references to:

Marie Nelson
The Nature Conservancy
1101 West River Parkway
Suite 200
Minneapolis, MN 55415
Fax: 612-331-0750
Email: mnelson@tnc.org

Electronic submissions are strongly encouraged.

APPLICATION DEADLINE: June 15, 2008

THE NATURE CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER