



Suisun Resource Conservation District
2544 Grizzly Island Road
Suisun City, CA 94585

Operations Manager Biologist: \$126,360-\$157,200 annually, full-time permanent, health insurance, CalPERS retirement benefits and 457 employee contribution plan. Application Deadline: April 30, 2025 or until filled. **Start Date:** June 9, 2025

Position: Operations Manager Biologist, full-time permanent with full health and retirement benefits starting at \$126,360 with potential promotion to \$157,200 annually. This will be an exempt position (not subject to overtime) hired through the Suisun Resource Conservation District (District: www.suisunrcd.org), a special district of the state of California. The position will require local travel for meetings and fieldwork.

Location: The position is based in Suisun Marsh at the SRCD office on the Grizzly Island Wildlife Area Complex, 7 miles south of Fairfield, California. A proportion of the work may be done remotely, and occasional local travel or travel for meetings may be required.

Job Description: The Suisun Resource Conservation District is hiring a full-time, Operations Manager Biologist. The candidate's primary job will be to supervise SRCD staff and support the District and the Executive Director by assisting landowners and managers of seasonally managed wetlands in Suisun Marsh. Suisun Marsh is the largest brackish marsh on the Pacific coast of the United States renowned for its waterfowl populations and diverse wildlife, and the role of SRCD is to improve programs and services to provide landowners with technical assistance in environmental permitting, habitat management, water control, and funding to ensure the wetland and wildlife values are sustained and enhanced. The work schedule is 40 hours per week (80 hours every 2 weeks) with flexible scheduling to accomplish primary work tasks with 40 hours administrative leave allocated per fiscal year. The candidate must have or be willing to learn a diverse set of skills from budgeting; contracting, administering grants, writing proposals, reports, and papers; implementing SRCD programs, permitting, supervising ~10 District staff, assisting with appropriate tools and machinery to maintain wetland structures, habitats, and facilities; and leading applied science support projects. A valid driver's license will be required for the position.

Major Work Tasks for the position will include supporting wetland management of private landowners primarily to benefit waterfowl habitat and ecology and working collaboratively with state and federal agencies, universities, nongovernmental organizations, and consulting firms working on regional wetland issues. Tasks will include hiring, supervising, and reviewing performance of District staff; ensuring proper training and safe working conditions; assisting with permitting and environmental compliance, tracking budgets, contracting, grant administration, and handling purchases; writing competitive proposals and developing reports and papers; providing advice on waterfowl and wetland vegetation and invasive species control including plant identification; maintaining facilities, structures, and equipment; managing wetland habitats; managing and maintaining portable water pumps and fish screens; and promoting applied science support studies.

Additional Tasks will include measuring elevations with a RTK-GPS survey unit, supervising mapping with ArcGIS Pro, advancing use of survey and spray drones in natural resource management, managing the District's website with WordPress, overseeing editing and writing the quarterly newsletter in Microsoft Publisher, conducting biological and hydrological surveys, administering operation of machinery and tools to maintain habitats and structures, assisting in permitting and completing controlled marsh burns, and organizing and supporting regular landowner meetings and events.

Desired Skills will include proven writing and budgeting skills, project management, experience in staff supervision, driving pickups, towing equipment and trailers, operating small boats, experience in heavy equipment operations and maintenance, conducting GPS surveys, managing staff computers and network file storage, and using software including Microsoft Office, Adobe Acrobat, Microsoft Office including Access and Publisher. GIS knowledge and experience with ArcGIS Pro is a plus.

Background and Knowledge for the position include basic principles of fish, wildlife, and other natural resources management; waterfowl and wetland ecology; moist soil wetland and irrigation practices, hydrology, and geology, and statistical methods; understanding of California and Federal environmental laws, rules, regulations, permitting, and requirements; and concepts employed in a variety of disciplines including environmental planning and resource management. The applicant should have a background in wetland ecology and waterfowl management with experience working with wetland landowners and managers and government agency staff.

Qualifications: Undergraduate or graduate degree in wildlife biology, ecology, or similar sciences. Two years as a water manager or 5 years of similar professional experience as a biologist. Knowledge of wetlands and waterfowl preferred. Ability to work well in small and diverse teams. Experience working with a wide range of land managers and agencies. Proficiency with Microsoft Office and Adobe Acrobat. Proven experience completing project reports. Established background conducting wetland or similar fieldwork. Submit application via email including a detailed letter of interest, resume, and 3 references with contact information (email, telephone).

Application Deadline: 4/30/2025 or until filled

Start Date: 6/9/2025

Contact for Applying: Dr. John Y. Takekawa, Operations Manager; Suisun Resource Conservation District, 2544 Grizzly Island Road, Suisun City, CA 94585; email: jtakekawa@suisunrwd.org; tel: 707-425-9302 x2