



**Humboldt Bay  
National Wildlife Refuge  
Complex**

P.O. Box 576 1020 Ranch Road  
Loleta, CA 95551  
707-733-5406

**California  
Waterfowl  
Association**

4630 Northgate Blvd. #150  
Sacramento, CA 95834  
916-648-1406



## **Position Description**

**Position Title:** Project Manager

**Supervisors:** Outreach Coordinator at California Waterfowl Association (CWA) and Deputy Refuge Manager and Ecologist at the Humboldt Bay National Wildlife Refuge Complex.

**Objective:** The Project Manager (PM) is responsible for assisting refuge staff with the implementation of the Ma-le'l Dunes Public Access Plan, facilitating the public's enjoyment and understanding of the refuge and its natural resources.

**Background:** The Ma-le'l Dunes Cooperative Management Area will be opened for hiking, wildlife viewing, photography, and nature interpretation at the conclusion of this project. This area consists of 444 acres of public land owned by BLM and USFWS along a mile and a half of coastline within the Humboldt Bay dunes system. It contains significant cultural resources and a unique association of coastal dune, wetland, and estuarine ecosystems. Phase 1 of this implementation focuses on developing public safety infrastructure, access, and facilities. Phase 2 focuses on interpretive displays and enhancement of visitor experience.

**Duties:** The PM will have duties split between Ma-le'l project management (24hrs/week) and biological monitoring/refuge administration (16hrs). The incumbent will work out of the Lanphere Dunes satellite office. The PM performs a range of office support and field duties, including budget tracking, contract oversight, procurement, and biological monitoring and mapping. To accomplish field work the incumbent must be in good physical condition, capable of walking long distances through inter-tidal areas, and paddling a canoe or kayak. Some carrying of moderately heavy objects is required. Typical, though not all inclusive duties include:

## Project Management

- **Budget Tracking:** Maintains detailed accounting of funding and expenditures through spreadsheets, databases, or other financial software. Ensures receipts, requests for disbursement, invoices, etc. are organized and submitted to the State Coastal Conservancy in a timely manner and in the format required by the SCC. Provides continuous monitoring of utilization of funds, funds availability, and overall budgetary progress throughout the fiscal year. Prepares financial, budgetary summaries, and compiles data for use by Refuge management in formulating and implementing work accomplishments.
- **Contract Management:** Provides oversight and assists in preparation of contracts, agreements, and cooperative arrangements with other federal and state government agencies, private individuals and organizations. Preparations will include the appropriate forms, attachments, and justifications. Maintains communication with Contracting and General Services on contract status and implementation. Works with refuge management to ensure work is completed on schedule and budget.
- **Procurement:** Assists in the acquisition of necessary supplies, equipment, and construction to meet project needs, and ensures that purchases are in accordance with Federal and SCC procurement regulations and within delegated authority. Works with vendors to obtain bids, and receive supplies and equipment and resolve any payment disputes. Provides quality control on all procurement requests initiated by the refuge, assuring requests are handled accurately and expeditiously. Deals directly with all vendors to resolve any payment disputes.

## Biological Monitoring

- Conducts biological surveys, observing and recording a wide variety of basic data on habitat conditions and number and distribution of plant species. May work with and oversee volunteers, contractors, or other staff conducting surveys.
- Conducts invasive plant surveys, maps occurrences, and carries out removal of invasive plants using hand tools such as axes, pulaskis, shovels. May lead work crews in carrying out invasive plant removal.
- Computes, compiles, and summarizes data in tabular, graphic, or narrative form, reporting results in detail.
- Assists Ecologist by reviewing, cataloguing, and filing technical publications and material, extracting and synthesizing data as needed for report preparation.
- Assists Ecologist in office administration tasks including, credit card purchase reporting, contract oversight, and budget tracking.

### **In addition, the employee may also perform the following duties:**

- Enters bibliographic data into reference manager software.

- Assists in keeping refuge office neat and clean.
- Attends staff meetings.
- Operates passenger vehicles and light trucks (with automatic and manual transmissions).
- Prepares material for website as requested by Refuge Management.
- Completes various other duties as assigned.

**Qualifications:**

- Possession of a bachelor's degree in botany, biology, wildlife, or natural resources.
- Experience in project management, budget tracking, and procurement.
- Strong computer skills. Experience with office software packages, databases, and statistical analysis software required.
- Proficiency with GIS (geodatabase management & map production) and GPS hardware/software preferred.
- Screening processes including fingerprinting and security level background check and a DMV records check. **Must possess a valid driver's license and be able to drive FWS vehicles.**
- Organized, motivated, and able to complete tasks in a timely manner.
- Ability to work on a team, assisting staff and visitors whenever needed, and approach duties with a positive attitude.
- Strong interpersonal communication and writing skills.

**Obligations:**

- Provide own transportation to and from the work place.
- Tour of duty: ASAP – December 31, 2011, or until funding is exhausted.
- Follows the FWS and CWA organizational guidelines.
- Conducts personal affairs in a manner that does not adversely affect the FWS, CWA, or their own integrity, reputation, or credibility.

**Salary/Term:**

- \$18 per hour. 40 hours per week. Starting: ASAP; Ending on or before: December 31, 2011.

**Contact information:**

**Send Resume with Cover Letter and References to:**

Kenneth Griggs, Deputy Project Leader  
 Humboldt Bay NWR  
 PO Box 576, Loleta, CA 95551.  
 Phone: (707) 733-5406  
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**Interviews:** Currently accepting applications and qualified applicants will be contacted via email for a phone interview.