

Butte County Resource Conservation District NEPA-CEQA Coordinator



The Butte County Resource Conservation District's rapidly growing team of conservation professionals is dedicated to helping landowners, cities, and agencies make good decisions about their land. We're looking for a dynamic individual with CEQA and/or NEPA experience and great communication skills to join our team.

The applicant should relish doing varied work (including both office and field work), especially the opportunity to work on CEQA permitting for natural resources projects like prescribed burns, forest health treatments, parks and recreation plans, trail construction, and even dam removals. They should be able to work independently as well as contribute to a team, and should have a passion for project development, public engagement, and collaboration. The incumbent will be responsible for producing clear, effective CEQA and NEPA documents that fulfill both the letter and the spirit of the statutes. Some training will be provided.

Over time, the incumbent will gain significant responsibility for overseeing several CEQA or NEPA grants and contracts. The ability to track multiple projects at once is key.

Hours and compensation

Compensation is competitive and based on experience as well as performance. Hours are flexible and largely set by the incumbent based on project demands; depending on the project, it is possible to work from home at times.

Qualifications

The following skills are desired:

- Preparing environmental compliance documents under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). This includes writing clear and effective categorical exemptions, negative and mitigated negative declarations, and EIRs, as well as conducting the scoping and public notification processes. In this position, you will be doing CEQA/NEPA primarily on vegetation management or forestry projects – not on urban planning or development.
- Project management including supervising and coordinating numerous part-time specialists/subcontractors and coordinating with clients including federal, State and local agencies
- Experience with public outreach and running community meetings
- Efficiently invoicing, billing, and tracking hours and projects
- Familiarity with Microsoft Office, Google suite of software, and preferably also Quickbooks
- Experience working for a Board of Directors governed by the Brown Act is strongly preferred.
- Grant writing and project development. (Experience developing and funding **erosion control** projects is a plus.)
- A field skill, such as field botany, nesting bird surveys, arborist certification, vernal pool surveys, etc., is a plus

- Experience with the Public Contracting Code and Prevailing Wage is a plus.
- Efficiency in ArcMap or equivalent GIS software is a plus
- Prescribed fire experience a plus
- First Aid and CPR training is a plus

This position requires some field visits, which expose the incumbent to extremes of temperature, uneven ground, and other outdoor hazards. The position requires the incumbent to lift up to 40 pounds occasionally.

This position will remain open until filled.

To apply, send a cover letter and resume to the Board of Directors: bcrd@carcd.org. We can't wait to meet you!