

**WATERSHED CONSERVATION AUTHORITY**  
**PROJECT MANAGER**  
**JOB DESCRIPTION**

**SUMMARY**

Watershed Conservation Authority (WCA) is seeking a Project Manager with a strong background in planning, concept development and community engagement for initiatives advancing environmental justice, watershed management, conservation and parks projects.

Work requires the exercise of discretion and independent judgment. Duties include managing budgets and schedules, report preparation and presentation, managing grants and agreements with government agencies and others, and managing consultant contracts. Tasks require knowledge of best practices in community engagement, land management, environmental planning, stakeholder engagement, partnership coordination, and environmental policy administration including compliance with the Californian Environmental Quality Act (CEQA) and NEPA (National Environmental Policy Act). The WCA is a local government agency, and the position typically includes participation in public meetings, including reporting to the WCA board as well as updating stakeholder groups with project status and opportunities.

Multiple job classifications may be available dependent on experience, with higher classification levels requiring greater levels of responsibility.

**DUTIES & RESPONSIBILITIES**

Duties may include, but are not limited to:

**Community Engagement, Natural Resources & Recreation Management**

- Conduct research and site assessments related to conservation, urban greening, restoration, passive recreation, and active transportation projects.
- Develop project scope and work plans, allocate resources, and manage the selection of professional consultants as needed.
- Develop and manage budgets and schedules to complete projects.
- Develop RFPs, RFBs, and RFQs and manage procurement process in accordance with agency standards.
- Represent environmental values and concerns in planning and design development; manage project compliance with environmental laws, including but not limited to CEQA and NEPA.
- Manage contracts to ensure project deliverables are provided on time and within budget.
- Coordinate with a variety of stakeholders from municipalities, agencies, nonprofits, community and citizen groups and collaborate to find common ground to forward plans and projects.
- Prepare written and graphic reports and make presentations to the Watershed Conservation Governing Board and other entities such as LA County Board of Supervisors, Rivers and Mountains Conservancy, city councils, councils of government, and local communities.

### **Watershed Planning**

- Lead and support high profile, complex, and politically sensitive planning projects, such as greenway and park master plans, sustainable recreation transformation plans, restoration plans, and trail plans.
- Facilitate community engagement and participatory planning approaches to long-range planning and project development.
- Represent the Authority through participation in regional planning and policy development activities, including participation of cooperative committee and ad hoc stakeholder groups.

### **Partnership Coordination**

- Build, develop, and maintain robust partnerships with federal, state, and local government agencies and community partners that advance the Authority's mission, objectives and priorities.
- Develop new partnerships with non-profit organizations, other government jurisdictions, indigenous communities, and other stakeholder groups.

### **Grant Management**

- Research, write, and develop grants for current and new park and planning projects.
- Manage existing grants, including reporting, budget tracking, and grant close-out.

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university involving major study in environmental planning, urban and regional planning, landscape architecture, natural resource sciences or a closely related field. Graduate work and/or degree in the above fields is preferred.
- Prefer between two and five years of professional experience, demonstrating progressive responsibility related to watershed conservation, park planning, landscape architecture, green infrastructure and nature-based solutions, park operation, or similar professional work in land planning.
- Job Classification requisite on level of Experience with:
  - Managing and tracking multiple projects
  - Public engagement
  - Developing relationships (e.g., partner organizations, community, government)
  - Grant and budget management
  - Effective utilization of applications such as Microsoft Word, Excel, graphic design software, and Geographic Information Systems (GIS)
  - Environmental regulations, documentation, and processes (CEQA, NEPA, etc.)
- Must possess a valid driver's license.
- Spanish proficiency preferred

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

## **ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS**

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of walking, standing, and sitting.
- May be subject to exposure to extreme weather conditions and walking on uneven surfaces and inclines.
- May work extended hours, evenings, and weekends.

## **BENEFITS**

Salary is commensurate with qualifications and experience (Range \$67,670 – \$76,586).

Full Benefits include health, dental, and life insurance, 457b retirement, and generous leave, sick leave, and holidays. The WCA is on a 9/80 hybrid schedule with every other Friday regularly scheduled off work.

## **INCLUSION**

The Watershed Conservation Authority is an equal opportunity employer that celebrates diversity and welcomes any background of race, color, religion, gender identify, sexual orientation, national origin, age, disability, marital, or veteran status.

## **ABOUT THE WCA**

The Watershed Conservation Authority (WCA) is a joint powers authority recognized as a local public entity of the State of California, exercising the joint powers of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and Los Angeles County Flood Control District (LACFCD) pursuant to Section 65000 et seq. of the Government Code. The purpose of the WCA is to expand and improve open space and recreational opportunities for the conservation, restoration, and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed area consistent with the goals of flood protection, water supply, groundwater recharge, and water conservation.

WCA's vision of Connecting Communities through Nature embraces a 'work with nature' approach to watershed enhancement. WCA partners with local and regional entities to plan and implement projects to improve our watersheds through investment in open space, parks, trails, bikeways, and greenways.

WCA maintains more than 500 acres of open space, ranging from foothills lands to urban river parks that serve some of the densest and most diverse communities in the country. Additional information can be found at [wca.ca.gov](http://wca.ca.gov).