



MARIN MUNICIPAL WATER DISTRICT

Fisheries Program Manager

DEFINITION

Under general supervision, plans, analyzes, evaluates, monitors, and participates in the District's fishery preservation and enhancement programs; ensures District's compliance with California Environmental Quality Act (CEQA) and the State Water Quality Control Board; directs and assist regular and seasonal positions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification performs a wide variety of field and office work in connection with planning, analyzing, implementing, monitoring, and participating in the District's programs, designed to preserve and enhance fresh water, marine and anadromous fishes, reptiles, amphibians and invertebrates and other public trust resources of the Lagunitas, Ross, and Walker Creek Watersheds in Marin County and assists in District CEQA compliance activities. Incumbents in this class exercise considerable discretion and independent judgment to carry out these programs. In addition, incumbent will assist in preparing and monitoring the budget for programs.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, analyzes, implements, monitors and participates in District's fishery programs;
- conducts aquatic surveys and analyzes species census data to determine population, size and condition; assists in selection, collection and analysis of limnological data; identifies and catalogs field specimens and makes microscopic examinations for age readings from fish scales, otoliths and other media; makes stomach analyses; performs laboratory work such as selecting, mounting and impressing fish scales;
- makes recommendations on the mitigation of fishery and wildfire habitat impacts or enhancement of habitat; prepares and implements habitat development and monitoring plans;
- conducts and assists in the collection of lake, river and other waterway measurement data necessary for water quality control and fishery preservation and enhancement;
- prepares and administers federal and state grant applications relating to the District's fishery program;
- conducts applied research studies related to fishery and wildlife programs; gathers, and makes preliminary analyses of biological data relating to life history studies, conservation and enhancement plans for lakes, streams and ecological areas, minimum stream flow releases below dams, and minimum storage pools in reservoirs; reviews scientific literature and makes field investigations to obtain data for research studies;
- summarizes findings and recommendations in technical reports; prepares and administers consultant agreements for various contracts related to the fishery program; drafts specifications and prepares plans for projects related to fishery conservation and enhancement;
- prepares and/or reviews environmental reports including categorical exemptions, initial studies, negative declarations and environmental impact reports;

- confers and maintains liaison with federal, state, regional and local agencies dealing with fishery and other environmental concerns;
- may prepare or assist in preparing public relations activities relating to fishing, fishery management, environmental education, and wildlife conservation and enhancement; conduct seminars; meet with civic, school, and citizen groups, environmental experts, and others to explain the District's program;
- prepares resolutions and legal notices, making sure they are posted, published or filed as required by law; prepares proposals for applications for grant funds, and contracts; may represent District as an expert witness;
- acts as lead person for regular or seasonal assistance people in performance of routine tasks; makes technical decisions on selection and use of equipment, marking methods and capturing techniques while engaged in field work;
- documents and reviews data collected, and develops database for the storage of such data;
- assists with budget preparation;
- may train and/or supervise personnel;
- ensures that safe working conditions are maintained.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, practices, and methods of fishery and wildlife management principles and methods; classifications, life histories, ecology, habitats, parasites, and diseases of freshwater fish and California wildlife; research methodology; wildlife resource management, including watershed, range, forestry, fishery, wildlife and recreation; techniques and equipment in making biological investigations of fish and wildlife; materials, equipment and techniques used in fishery and wildlife habitat improvement;
- fishery considerations in the design, location and construction of public works projects relating to streams, lakes and ecological areas;
- California Environmental Quality Act (CEQA) and its guidelines;
- state, federal, and local laws, regulations, current programs and court decisions relating to fishery and wildlife, soils and land uses; natural and physical sciences related to fishery and wildlife environment; governmental and private organizations involved in fishery wildlife conservation and enhancement programs;
- civil engineering principles, practices and terminology as relate to design of conservation and enhancement projects;
- word processing and personal computer user applications, particularly related to report writing and species and survey data collection;
- principles and practices of supervision and training.

Ability to:

- Plan, organize, and implement fishery and wildlife conservation and enhancement programs and projects, and administer contracts;
- analyze and evaluate biological data and make recommendations based on findings;
- perform duties with minimal guidance from supervisor; work independently or resolve problems as part of a team to identify, define and select specific fisheries or wildlife projects for study; ability to formulate, hypothesize, develop and implement a plan of action such projects;
- maintain accurate records, write clear and effective reports and prepare related statistical documents;
- train others to accurately follow procedures;

- recognize the need for and make adjustments as required to adapt to unforeseen circumstances, applying progressive and sometimes unconventional approaches to resolve problems affecting fishery and wildlife resources;
- assist in preparing budgets, requisition needs, work plans, and inventory controls;
- establish and maintain effective working relationships with those contacted in the course of work;
- analyze engineered plans, project reports and agreements to determine probable biological effect on fisheries and wildlife; develop ideas and preliminary designs of fishery and wildlife conservation and enhancement projects into technical drawings and written specifications;
- perform mathematical calculations and utilize standard statistical methods for data analysis;
- hike on uneven terrain and wade or swim in streams carrying moderate to heavy equipment loads;
- ability to drive.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of a Bachelor's (BS) degree, or its equivalent, from an accredited college or university with major course work in fishery biology or wildlife management, zoology, or a closely related biological field; and
- three years of recent and increasingly responsible experience in the planning, analysis or implementation of fishery and wildlife preservation and enhancement programs in the Western United States, plus demonstrated supervisory ability;
- one year of participation in salmonoid restoration desirable.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law;"
- willingness to wear prescribed uniform;
- work alternate schedules and overtime as necessitated by changes in operating conditions;
- ability to operate a motorized boat;
- GIS, GPS knowledge desirable.

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- First Aid and CPR certificates to be obtained within the first six months of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of

the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

ADDITIONAL PHYSICAL DEMANDS

- Wade or swim in stream.
- Ability to swim 200 feet unaided.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 2002
Revised: October 2008
Approved by: Human Resources Manager