POSITION DESCRIPTION

Department: Swanton Pacific Ranch
Classification Title: Administrator I
Working Title: Natural Resources Manager
FLSA Status: ☒ Exempt
Incumbent:

Position Summary

The 3800-acre Swanton Pacific Ranch (and Valencia Creek) is a Cal Poly educational facility and working ranch operated as a learning living laboratory. The ranch is owned by Cal Poly Corporation and managed by the College of Agriculture, Food, and Environmental Sciences. Four state positions are assigned to the ranch that include the Director, the Associate Director of Business Operations, the Natural Resources Manager, and the Livestock Manager. Cal Poly Corporation Staff also includes Facilities and Equipment Specialist, Administrative and Communications Coordinator, Livestock and Rangeland Management Specialist, Agricultural Management Specialist, Education and Research Coordinator, along with 1–4 Holistic Resource Management Apprentices and intermittent employees. All work collectively to integrate educational opportunities in the form of internships, enterprise projects, field trips, senior projects, graduate work and short courses into Ranch operations and research. This position requires on-site residence to effectively manage and support Ranch operations due to the extensive variability of after-hours and weekend demands.

Under the general supervision of the Associate Director, the Natural Resources Manager helps with oversight, safety, personnel, hiring, development, implementation, and coordination of all Ranch operations. This position is to provide a full range of supervision over designated staff, students, apprentices, intermittent employees, and volunteers.

This position is responsible for overseeing and implementing a natural resource management program that includes performing detailed and technical assignments associated with general ranch operations including forestry (acting as forest manager), rangeland, cropland, and watershed management and protection responsibilities also includes third party certifications (Forest Stewardship Council and California Certified Organic Farmers), class curriculum development, and the support of instruction and research activities.

Along with the Associate Director, the Natural Resources Manager represents Cal Poly Swanton Pacific Ranch on boards such as Farm Bureau, Santa Cruz Mountain Stewardship Network, and Resource Conservation District.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

NATURAL RESOURCES MANAGEMENT PROGRAM
1. Develop, maintain, and amend the State approved Non-industrial Timber Management Plan and secure building, planning, and development permits as needed.
2. Instruct as Registered Professional Forester for NR 475 (12 units) – Sustainable Forestry and Environmental Practices.

3. Oversee and implement a natural resource management program that includes performing detailed and technical assignments associated with general ranch operations including forestry (acting as forest manager), cropland, livestock, watershed management and protection. Further includes the development and repair of ranch facilities, class curriculum development, and the support of instruction and research activities.

4. As acting forest manager, and conferring with the forest coordinator, develop and implement management and planning in all aspects of forestry including regulatory compliance, timber harvesting schedule, lumber production, watershed management, inventory, monitoring, communication, Forest Stewardship Council certification, research and collaboration with agencies and preservation/conservation organizations.

5. On all other disciplines related to Ranch operations: Create collaborative research opportunities and assist in problem solving related to resource issues with Federal, State, and County agencies; preservation/conservation organizations, third party certifiers, stakeholders and the community.

6. Assist in the management and administration of crops leases and other aspects of crops related to Ranch operations especially to ensure a watershed management component.

7. Assist in the oversight of the grazing program especially to ensure regulatory compliance and a watershed management component.

8. Participate in grant proposal writing to support watershed, forest, and rangeland management agendas including collaborative applied research opportunities.

RANCH OPERATIONS

9. Provide support to Associate Director with supervision and management support over general ranch operations including oversight, safety, personnel, hiring, development, implementation, and coordination of Ranch Operations.

10. Provide supervision, coordinate work assignments with Associate Director, and support a varying number of student interns, graduate students, and staff working on the Ranch. Organize and promote safety and efficiency in all aspects of day-to-day Ranch operations.


12. In coordination with Associate Director, maintains and promotes positive working relationships with the community; Federal, State, and County agencies; preservation/conservation organizations, third party certifiers, and other stakeholders regarding Ranch operations and educational programs.

13. Perform assignments associated with the general ranch operations including educational and research programs. Drive vehicles and farm equipment to perform work tasks and provide transportation, including vehicles such as: two and four wheel drive on and off road, ATV, etc.

14. Assist faculty, students and grad students with instructional, research, and land management activities, conduct tours for instructional facilities. Assist Cal Poly lab/class coordination and
instruction on-site. Interact with faculty (including on-site faculty) on curriculum development and research work relative to enhanced utilization or sustainability of the ranch.

15. Assist Associate Director with securing, planning, and development of permits associated with ranch operations and natural resources. Alongside Associate Director, supports Swanton Pacific Ranch and Cal Poly when engaging planning and regulatory agencies.

16. Responsible for planning and maintenance of all ranch and forest roads, including all stream crossings. Works closely with the Associate Director to plan for and secure funds to meet this responsibility.

17. Perform duties including lifting and moving of items such as bales of hay, rolls of fencing materials, fence posts, bags of seed and fertilizer, feed supplements, farm equipment, livestock. These items will generally weigh 90 pounds or less.

18. Recommend purchase of materials and equipment required for maintenance and repair activities; purchase small items needed for projects, general maintenance, and operating supplies.

19. In conjunction with Associate Director, oversee food service operations and maintain Food Production Manager certification.

20. Develop and oversee heavy equipment to small engine equipment safety and training program.


**Related Job Functions**

<table>
<thead>
<tr>
<th>As Needed</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Perform other job-related duties and special projects as assigned.</td>
</tr>
<tr>
<td>2.</td>
<td>Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions</td>
</tr>
</tbody>
</table>

**Required Education, Experience, and Credentials**

**Education and Experience:**
- Bachelor’s degree from an accredited university, preferably in an area that supports key responsibilities.
- Three years of experience in forestry, watershed management, environmental management, or ranch operations.

**Licenses, Certificates, Credentials:**
- Registered Professional Forester and Licensed Timber Operator or ability to obtain within three years of hire.
- Possession of a valid driver’s license or the ability to obtain by date of hire.

**Required Skills, Knowledge, and Abilities**

1. Maintain high quality/standards of work, leadership, initiative, problem solving, commitment, creativity, professional responsibility and judgment.
2. Ability to develop and maintain good working relationships with administrators, students, managers, the campus community and the general public. Skill in developing a rapport with individuals and organizations.

3. Working knowledge of effective management principles and possess the ability to apply the principles and practices of effective supervision.

4. Working knowledge of local, state, and federal natural resource management requirements and regulations.

5. Ability to develop complete and thorough management documents

6. Excellent organizational skills and the ability to coordinate multiple projects and meet deadlines and processes.

7. Ability to gather and analyze facts, draw conclusions and devise practical solutions to complex problems.

8. Ability to develop, plan, coordinate and deliver training to students conducting surveys.

9. Knowledge of GIS, particularly GPS surveying and using a total station

10. Working knowledge of field research methods and statistical methods for natural resources.

11. Working knowledge of hydrologic instrumentation, analysis, and monitoring.

12. Ability to operate firearms for animal termination and depredation as needed

13. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

14. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

15. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

16. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

17. Thorough knowledge of English grammar, spelling and punctuation.

18. Ability to interpret, communicate and apply policies and procedures.

19. Demonstrated ability to maintain a high degree of confidentiality.

20. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

21. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

22. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

**Preferred Skills and Experience**

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

- Master’s degree from an accredited university, preferably in natural resources with a specialization or concentration in forest resources, watershed management or environmental management.

- First Aid and CPR certification.

- Experience and working knowledge of use, maintenance, and operation of various types of farm, ranch, and forestry equipment such as backhoe, bull dozer, log skidder, chainsaw, tractors of varying size, sawmill, off-highway vehicles, and four wheel drive.

**Special Conditions**
• Ability to work under adverse conditions including outdoor work in all weather on steep terrain in the presence of ticks and exposure to poison oak.
• Ability to move/lift equipment and supplies up to 90 lbs.
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
• The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
• This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
• This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
• Work weekends as necessary for community events, meetings, field trips or emergencies.
• Position requires incumbent to live on the Ranch property due to the extensive variability of after-hours and weekend demands.

INCUMBENT: I have read this position description and understand its contents.

____________
SUPERVISOR: I certify that all statements on this form are complete and accurate.

NAME SIGNATURE DATE

DEPT HEAD/DIRECTOR: I certify that all statements on this form are complete and accurate.

NAME SIGNATURE DATE

DEAN: I certify that all statements on this form are complete and accurate.

NAME SIGNATURE DATE

HUMAN RESOURCES USE ONLY

<table>
<thead>
<tr>
<th>Employee ID#</th>
<th>REQUEST FOR</th>
<th>CLASSIFICATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td>Update Review for File</td>
<td>Classification Title:</td>
</tr>
<tr>
<td>FTE:</td>
<td>Classification Review</td>
<td>Class Code/Range:</td>
</tr>
<tr>
<td>☐ Permanent</td>
<td>☐ New Position Recruitment</td>
<td>CBID:</td>
</tr>
<tr>
<td>☐ Temporary</td>
<td>☐ Replacement Recruitment</td>
<td>MPP Job Code:</td>
</tr>
<tr>
<td>☐ COI Position</td>
<td></td>
<td>Classifier Initials:</td>
</tr>
<tr>
<td>Recruitment Number:</td>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>