



JOB DESCRIPTION

Position: Program Manager, Forest Health & Restoration	Date Revised: 5/20/2025
Classification: Manager	FLSA Designation: Full-Time/Exempt
Reports to: Program Director, Forest Health & Restoration	Direct Report(s): Yes

POSITION SUMMARY

The Program Manager, Forest Health & Restoration collaborates with the Executive Director and Program Directors to develop, implement, and evaluate strategies that advance programmatic goals across multiple interconnected projects. This role oversees the day-to-day operations of Napa RCD's Forest Health & Restoration projects, including budget and contract management, staff supervision, and program execution. The Program Manager also builds and maintains strong relationships with community stakeholders and representatives from local, state, and federal agencies, serving as Napa RCD's representative at public meetings and events. The Program Manager also monitors program progress, ensures alignment with organizational objectives, and supports efforts to secure funding and resources necessary for program success.

ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without reasonable accommodation.

JulProgram Leadership & Strategy

- Leads the implementation and management of multiple projects within the Forest Health and Restoration Programs.
- Develops and executes initiatives that align with program objectives and organizational strategy.
- Collaborates with the Executive Director and Program Directors on program development, strategic planning, and grant-writing efforts.
- Engages with internal and external stakeholders, including partners, agencies, and the public, to support program success.
- Serves as a subject matter expert, providing guidance on program-related policies, regulations, and best practices.

Project & Resource Management

- Plans and oversees multiple complex projects, ensuring they meet program goals and organizational priorities.
- Manages project timelines, schedules, reporting, and coordinates staff and contractors to ensure efficient execution.
- Oversees program budget, resource allocation, and compliance with financial and regulatory requirements.

- Ensures data integrity, reporting accuracy, and adherence to industry standards and best practices.

Staff Supervision & Safety Compliance

- Supervises, mentors, and supports assigned program staff, ensuring clarity in roles and professional development.
- Oversees adherence to safety protocols and ensures a safe working environment for program staff.
- Promotes a culture of accountability, teamwork, and continuous improvement.

Technical Oversight & Compliance

- Oversees specialized program functions, such as the planning and implementation of forest health and restoration projects, environmental conditions assessments, and monitoring protocols.
- Ensures compliance with relevant environmental regulations, policies, and standards.
- Maintains program-related equipment, data analysis tools, and reporting mechanisms.

REQUIRED COMPETENCIES (Knowledge, Skills, and Abilities)

The following competencies represent the knowledge, skills, and abilities required for this role. Reasonable accommodations may be made upon request in appropriate circumstances.

- **Communication Skills:** Excellent verbal and written communication skills with a strong customer service orientation. Ability to communicate complex ideas to diverse audiences and stakeholders, both in-person and in writing.
- **Relationship Building:** Proven ability to build and maintain positive relationships with diverse stakeholders, including community groups, public agencies, landowners, and private sector partners.
- **Organizational Skills:** Strong organizational skills with the ability to manage multiple priorities, workflows, and budgets effectively, ensuring deadlines and project milestones are met.
- **Adaptability & Attention to Detail:** Exceptional attention to detail and adaptability to shifting priorities, with a focus on achieving quality outcomes in dynamic environments.
- **Leadership & Team Coordination:** Ability to provide guidance, support, and coordination for team members, contractors, interns, or volunteers, ensuring effective collaboration and project execution. Demonstrates the capacity to develop supervisory skills, including delegation, feedback, and workflow management, even without prior formal supervisory experience.
- **Computer Skills:** Proficiency in office productivity software (e.g., Microsoft Office Suite, Google Workspace), email and calendar management, and video-conferencing tools. Knowledge of GIS for visualizing, managing, and analyzing geospatial data.
- **Ecological Knowledge:** Knowledge of local ecology, natural resource management, and conservation principles and practices, with an emphasis on Napa County's specific ecological challenges.
- **Project Design & Evaluation:** Experience designing, implementing, and evaluating complex forest health and restoration projects, with a focus on measurable outcomes and continuous improvement.

- **Stakeholder Engagement & Collaboration:** Ability to work collaboratively across teams and integrate efforts into broader organizational goals. Proven experience engaging with diverse community groups, addressing barriers, and fostering inclusivity.
- **Fund Development:** Demonstrated experience identifying and developing funding proposals and ability to support other organization fund development activities.
- **Policy and Regulations Knowledge:** Demonstrates a strong understanding of organizational safety policies, occupational health and safety standards, and relevant regulations governing forest health and restoration projects. Possesses knowledge of permitting requirements for special-status species collection and study, as well as policies, permitting processes, and regulatory frameworks related to forest health and restoration projects (e.g., CEQA, NEPA, prevailing wage). Stays informed of best practices and compliance requirements to ensure project adherence to legal and environmental standards.
- **Specialized Licensure:** Ability to obtain professional licenses that support and advance program goals, such as Certified Ecological Restoration Practitioner (CERP) or other relevant certifications.
- **Cultural Competency:** Strong cultural competency and the ability to engage with diverse communities, with an emphasis on addressing the needs of marginalized and underrepresented groups, including BIPOC communities.
- **Problem-Solving & Conflict Resolution:** Strong problem-solving and conflict resolution skills, with the ability to mediate differing views and facilitate consensus in challenging situations.
- **Travel & Flexibility:** Willingness to travel locally and regionally, with a flexible schedule that may include evenings and weekends, as needed.
- **Passion & Commitment:** Passion for natural resource conservation and a commitment to diversity, equity, and inclusion in all project and community efforts.

MINIMUM QUALIFICATIONS

- **Education & Experience:**
 - Bachelor's degree or equivalent coursework in environmental science, biology, natural resource management, or a related field, plus 5+ years of related experience at the project manager level and above.
- **Licensure & Permits:**
 - Valid driver's license with a good driving record.
 - Specialty certifications are preferred.
- **Communication Skills:**
 - Strong proficiency in written and spoken English.
 - Fluency in Spanish is desired.

ESSENTIAL PHYSICAL REQUIREMENTS

The physical demands described below represent those necessary for an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made upon request in appropriate circumstances.

- Must be able to maintain a constant state of alertness and work in a safe manner at all times.

- Frequent use of a computer and other standard office equipment, with the ability to remain seated at a workstation for extended periods.
- Ability to work in outdoor environments, which may include uneven terrain, various weather conditions, and remote locations.
- Regularly required to stand, walk, hike, climb stairs, bend, lift, twist, pull, push, carry, grasp, reach, and stoop.
- Occasionally required to lift and carry items weighing up to 30 pounds.
- Vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequent travel within Napa County and the surrounding region is required. Occasional travel by vehicle or airplane outside of this region may be necessary.

WORK ENVIRONMENT

The work environment varies based on job responsibilities and includes both office and field settings.

- The typical noise level ranges from quiet to moderate in an office or home-office environment.
- Remote work locations must support professional 'live video' meetings with minimal personal interruptions or distractions.
- Occasional evening and weekend work may be required.
- Frequent fieldwork is required, often in outdoor settings with uneven terrain, inclement weather, and remote locations.
- Travel to field sites is necessary, including occasional off-road driving.
- Exposure to moderate to loud noise levels may occur at field sites due to equipment such as backhoes, chainsaws, or other power tools.