

Position Opening

Job Title: Klamath Basin Monitoring Program Coordinator
Opening Date: November 25, 2013
Closing Date: December 11, 2013
Salary: \$45,000 - \$58,000 (Depending on experience)
Benefits: Medical and vacation
Location: Klamath Basin or close proximity
Organization: Klamath Basin Monitoring Program
Contact: scc@kbmp.net

Background

The Klamath Basin Monitoring Program is an independent collaborative monitoring framework serving to coordinate its member organizations' activities within the Klamath Basin, including all tributary subbasins. The Klamath Basin Monitoring Program or KBMP, is a collaboration of state and federal agencies, watershed groups, Resource Conservation Districts, tribal entities and PacifiCorp, to understand and improve water quality conditions in the Klamath Basin. KBMP strives to implement, coordinate and collaborate on water quality monitoring and research throughout the Klamath Basin. KBMP members' monitoring activities focus on characterizing sources of impairment through the study of ecosystem elements, with a primary focus on water quality, but also including fish populations and health, flows, benthos, and aquatic plant communities. KBMP aids the development and implementation of Total Maximum Daily Load (TMDL) plans by coordinating monitoring of loadings basin wide. KBMP also informs the public and tribal community of public health concerns (for more detail, visit the website www.kbmp.net).

The KBMP Coordinator is a full-time position with duties described below. The opening is for one-year beginning in January 2014. Continuation of the position beyond December 2014 is contingent upon additional grant funding. The KBMP Coordinator will be an employee of the San Francisco Estuary Institute's Aquatic Science Center (SFEI – KBMP's fiscal sponsor), but will report to the KBMP Steering Committee. The KBMP coordinator can be located anywhere in (or near) the Klamath Basin. Work is primarily in an office environment. Occasional travel may be required for field work and to attend meetings. The position is a full-time position with a salary in the range of \$45,000 to \$58,000 per year, depending on experience. Benefits (medical, vacation, etc.) are also provided.

Please submit a cover letter detailing knowledge, skills, and abilities for this position, resume, writing sample, and three references, by Wednesday December 11 to scc@kbmp.net. For further information, applicants can contact Clayton Creager at the North Coast Regional Water Quality Control Board at 707-576-2666.

Knowledge, Skills, and Abilities:

- Bachelor's Degree in Natural Resources, Environmental Science or similar degree
- Three to five years of related experience (a Master's Degree may be substituted for experience)
- Intermediate working skills with GIS
- Good technical writing skills, including grant proposal development
- Ability to prioritize workload under pressure
- Data gathering and analysis skills
- Willingness to travel throughout the Klamath Basin
- Working knowledge of Klamath Basin issues and stakeholders
- Proficient with the use of personal computers including spreadsheet, database, word processing, and presentation applications to gather, analyze and convey information.
- Good communication and interpersonal skills, including the ability to work cooperatively with wide range of stakeholders
- Ability to work with all levels of an organization including people with different styles and backgrounds;
- Ability to work both as a member of a team or alone.
- Ability to present alternatives and recommendations.
- Web site and social media experience strongly recommended
- Specialized knowledge of water quality monitoring
- Ability to administer and maintain listservs.

Various combinations of experience and qualifications may be considered.

Responsibilities and Duties of this Position

Uphold the [Mission and Vision](#) of the Klamath Basin Monitoring Program (KBMP) by working to promote coordinated and collaborative monitoring and stewardship within the basin. The Coordinator is responsible for implementing the KBMP Annual Action Plan developed in conjunction with the KBMP Steering Committee and for assisting the Steering Committee in the development of future Action Plans. The Coordinator shall report directly to the Steering Committee and serve as a liaison between the Steering Committee and other KBMP staff. The time commitment and deliverables associated with the duties below are broadly defined in the KBMP Annual Action Plan. The Coordinator will work with the Steering Committee to balance priorities and adjust Action Plan deliverables based on project contingencies and resource availability.

Duties:

1. Support KBMP [Steering Committee, committees, subcommittees](#) and the general membership with meeting organization and implementation of program elements.

- a. Provide meeting support and organization
 - i. Bi-annual meeting
 - ii. Committee and subcommittee meetings
 - iii. Bimonthly Steering Committee conference calls
 - iv. Bimonthly Steering Committee Work Group conference calls
 - b. Maintain Program Member Information
 - i. Update and maintain the member database
 - ii. Track meeting attendance
 - iii. Implement the attendance policies outlined in the KBMP membership agreement
 - iv. Track members in “good” standing / voting members
 - v. Update and identify voting members and voting representatives
2. Organizational Development
- a. Organize funding sub-committees and identify potential funding opportunities for KBMP program elements.
 - b. Lead proposal development and submission
 - i. Implement proposal review protocol as identified in the Strategic Plan
 - c. Work with the Steering Committee through regular communication and collaboration on program/task development to ensure that each program/task has adequate resources.
 - d. Work with other collaborative frameworks (e.g., Klamath Fish Health Assessment Team (KFHAT), Klamath Tracking and Accounting Program (KTAP)) to ensure that these elements of the adaptive management framework have a functional relationship with KBMP. If decided by the Steering Committee, the Coordinator will participate in the development of organizational integration plans.
3. KBMP Work Plan Oversight
- a. Develop and implement KBMP Annual Action Plan and Budget in coordination with Steering Committee.
 - b. Track progress on KBMP Annual Action Plan tasks including oversight of KBMP staff and subcontractors.
 - c. Manage grants – track grant budgets to ensure that programs/tasks are within budgets and submit grant reports in a timely manner.
 - d. Coordinate committee program recommendations with staff resources.
 - e. Report progress goals and flag potential issues to the Steering Committee Work Group at least bimonthly.
 - f. Update and maintain identified special projects / studies.
 - g. Match projects with appropriate funders.
 - h. Oversee data uploads to [CEDEN](#) (California Environmental Data Exchange Network), identify high priority data processing assignments.

4. Update and maintain the KBMP [working documents](#)
 - a. Work with the committees to update and maintain Klamath Basin Monitoring Program working documents
 - i. Strategic Plan
 - ii. Monitoring Plan
 1. Update and maintain monitoring information and directives
 2. Update and maintain GIS-based monitoring maps
 - iii. Membership Agreement
 - iv. Communication Plan
 - b. Work with KBMP staff and committees to update the database documents
 - i. Database SOP
 - ii. QAPrP
5. Update and maintain on-line data reporting tools
 - a. Work with KBMP members and staff to update and maintain the [Blue-green Algae Tracker](#) webpages
 - i. Work with the Regional Water Quality Control Board and US Environmental Protection Agency to post up-to-date public health advisories
 - ii. Work with KBMP members to post up-to-date data and memos
 - iii. Update interactive map and website to reflect posting status
 - iv. Support the Blue-green Algae listserv
 - b. Work with Klamath Fish Health Assessment Team (KFHAT) and committees to update and maintain the [KFHAT webpage](#)
 - i. Coordinate with KFHAT representatives
 - ii. Implement communication tools
 - iii. Maintain KBMP website access
 - c. Evaluate other collaboration opportunities to use the KBMP web platform as a mechanism for enhancing communication among monitoring and stewardship organizations within the Klamath Basin.
6. Provide technical support for the development of Sub-basin Watershed Stewardship Reports
 - a. Work with the KBMP Steering Committee Work Group and to-be-identified local subbasin sponsoring organization to develop the stewardship report framework (including report outline, identification of basin-specific stewardship questions and priorities, and partnership plan).
 - b. The nature of KBMP technical support will be determined through consultation between the Steering Committee (or the Steering Committee Work Group), the Coordinator, and the local subbasin sponsoring organization. Technical support

could include activities related to any or all sections of the watershed stewardship report outline. Since the development of the watershed stewardship report is a collaborative project, specific tasks and deliverables will be determined as part of the watershed stewardship report consultation process. The technical support provided by KBMP will be tailored to available resources and could include technical support on a few tasks or could extend to a much larger role in developing the individual reports.

- c. Watershed stewardship reports will be incorporated into the KBMP website.