

The North West Kern Resource Conservation District is seeking a candidate to fill the position of assistant manager with the intent that they will train to take over the district manager's position.

***Please submit all inquiries to [brian.hockett@ca.nacdn.net](mailto:brian.hockett@ca.nacdn.net).***

**Position Title:**

Assistant Manager for the North West Kern Resource Conservation District and Mobile Irrigation Lab.

**Job Description:**

The North West Kern RCD has been operating a Mobile Irrigation Lab (MIL) since 1988 in Kern County and as far north as Madera County. The main goal of the MIL is to assist water users with on-farm water management by providing technical assistance.

Under the direction of the District Manager of the NWKRCD, the Assistant Manager will manage all necessary project-related administrative tasks from multiple funding sources to implement MIL activities, including conducting on-farm irrigation evaluations to determine distribution uniformity, providing written reports to water users, supervising summer interns, conducting off-season workshops, providing written reports to funders, and writing grants for continuing MIL funding.

**Job Duties:**

- Manage all necessary project-related administrative tasks for existing MIL projects including preparation of reports to funders, invoices, tracking of Task Deliverables.
- Develop new projects including working with multiple agencies to design projects, writing grants, and designing their associated budgets.
- Conduct irrigation system evaluations to determine uniformity of water application for pressurized systems.
- Provide technical assistance to the individual grower based on the results of their system's performance using software developed by the Cal Poly ITRC, San Luis Obispo
- Conduct follow-up system evaluations upon request in an attempt to quantify the benefit of alterations made based on the previous system evaluation.
- Cooperate with supporting agencies, institutions, and water districts to improve availability of technical support and education for local growers on irrigation water management.
- Conduct off-season workshops related to on-farm water management and MIL activities.
- Distribute information to growers, which describes the work of the MIL and how to receive services.
- Assist cooperating agencies, institutions, water districts, and private citizens in understanding water management issues and needs of Kern County
- Summarize system evaluations each season for qualitative and quantitative review and make results available to supporting agencies, institutions, and water districts.
- Undertake other related tasks that achieve the goals and objectives of NWKRCD.
- Other duties as assigned.

**Job Requirements:**

- Bachelor's degree in agricultural/environmental science required. Graduate work a plus.
- Knowledge of and interest in agricultural water use efficiency and water quality issues.
- Understanding of California agricultural systems and hydrology
- Independent, highly motivated, and able to work under limited supervision.
- Excellent communication (written and oral) and organizational skills
- Field Spanish-speaking skills a plus
- Excellent computer skills (MS Excel, Word, internet applications and ability to learn proprietary software).
- Ability to work effectively with a variety of people.
- Ability to work in the field during the summer months doing a fair amount of bending and lifting.
- Willingness to travel.
- Current California driver's license with a clean driving record and automobile insurance.
- Employment will be contingent upon a background check, and a pre-employment physical that will include a drug screen.

**Compensation:**

- Starting pay \$60,000 to \$75,000 depending on experience.
- Full benefits include health, dental and vision plan. Deferred Compensation program available through CalPERS.
- Great work atmosphere with no office politics.

**Application process:**

Please submit a current resume with two professional and two personal references and a description of your qualifications in the following areas (limit your response to one page or less per area):

**Irrigation, soils, plant nutrients, and production agriculture:** Describe any educational and/or occupational experiences that have contributed to your understanding of irrigation, soils, plant nutrients and production agriculture. List any specific coursework and training you have had in these areas.

**Oral/Written Communication Skills:** Describe any educational and/or occupational experiences that have contributed to your oral and written communication skills. Specifically describe your experience in technical writing.

**Coordinating Abilities:** Describe any educational and/or occupational experiences in which you have coordinated a project that involves multiple agencies or interest groups. If you have never coordinated a project on your own, describe any role you have played in the development and implementation of a project.

**Computer Skills:** Describe any educational and/or occupational experiences that have contributed to your computer skills. Specifically describe programs in which you are proficient.