

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Wildlife Preservation Coordinator	Job Family: 4
General Classification: Professional	Job Grade: 16

Definition: Performs professional level work in planning, coordinating and organizing various wildlife preservation programs and services within Shoreline at Mountain View.

Distinguishing Characteristics: This single class position is a full journey level class responsible for implementing the Burrowing Owl Preservation plan, volunteer service projects, Canada Goose and American Coot reduction program, preconstruction survey program, and providing wildlife training for various City staff. Employees at this level receive occasional instructions and assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Receives direct supervision from the Shoreline Parks Section Manager. May exercise functional supervision over contract, part-time or hourly staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Report wildlife regulatory compliance to necessary agencies.
2. Provide ongoing wildlife training to staff and contractors.
3. Improve habitat for wildlife.
4. Prepare reports; interpreting data and maintain files and records related to the program.
5. Communicate with internal departments regarding pending and current projects.
6. Assist staff in the creation of a burrowing owl preserve and provide ongoing management of the Shoreline areas.
7. Reviewing effectiveness of Shoreline Burrowing Owl Preservation Plan including population goals, habitat goals, and actions.
8. Develop recommendations to improve Shoreline wildlife programs.
9. Complete wildlife surveys by utilizing desktop computer provided by the City.

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10. Ensure all Federal, State and Local laws, rules, and regulations are met within Shoreline relating to wildlife.
11. Trap non-native animals for wildlife preservation.
12. General use of tools to maintain surrounding habitat for wildlife.
13. Design, print and distribute/install signage for public education of the burrowing owl population.
14. Operate a small non-motorized boat over bodies of water to islands within Shoreline and Palo Alto for Canada Goose egg management and weed removal.
15. Acting as liaison to the Santa Clara Valley Audubon Society and other related agencies.
16. Respond to inquiries and complaints and serve as the Shoreline representative relating to wildlife preservation.
17. Provide information to the Parks Section Manager who will draft Shoreline wildlife preservation Council Reports.
18. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Methods, techniques, and procedures of wildlife surveys; principles and procedures of complete pre-construction surveys that effectively communicate biological impacts; best practices for expert identification of California native and invasive plant species; Microsoft Office Suite including Word, PowerPoint, and Excel; mitigation monitoring and reporting; and mitigation plan development.

Ability to: Write reports and maintain accurate records on biological surveys; interpret and communicate federal and state regulations regarding wildlife and assist with administrative duties such as procurement, budget tracking, bid quote solicitation and processing of invoices for payment; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret, and explain section policies and procedures; complete mitigation plan development as well as monitoring and reporting; communicate effectively, both orally and in writing; train and evaluate contract, part-time and hourly subordinates. ability to record and analyze data from surveys; ability to provide recommendations for the maintenance of wildlife habitat, wildlife populations, threatened and endangered species, public use opportunities, and

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wetland restoration and enhancement of upland habitats for various wildlife; deal tactfully with the public.

Experience and Training Guidelines: Combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Three years of experience in wildlife field work ; equivalent to a bachelor's degree from an accredited college or university with major coursework in biology, ecology, zoology, and natural resource management or a closely related field. Report completion, including management of schedule and budget of natural resource projects as well as experience working on a closed landfill is highly desirable.

Required Licenses or Certificates: Possession of or ability to obtain a valid California driver's license.

Working Conditions: This position requires outdoor work. Required to work various hours, including evening and weekends.

Established May 2013