



DATE: MAY 2024
FLSA: I – Non-Exempt
II – Exempt

Management Analyst I/II – Conservation Ranger Coordinator

POSITION OVERVIEW

Under general supervision or direction, performs development and coordination of emerging law enforcement and interpretive ranger program for conserved lands and developed recreational areas; works closely with county, state, and federal agencies, non-profit conservation organizations, and other partners and jurisdictions on behalf of the Coachella Valley Conservation Commission (CVCC); coordinates partnerships to develop and implement a comprehensive ordinance as well as rules, regulations and guidelines/operating procedures for conservation lands and trailheads, manages cadet training program and implementation of ranger patrols; assists with preparation of budget, and related technical and analytical reports and documents; and performs related duties as assigned.

JOB DUTIES

*In addition to the job duties outlined in the **Management Analyst I/II** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Collaborate with partners and jurisdictions to develop and implement an ordinance that would provide for enforcement on conserved lands and developed recreational areas.
- Develops and Implements ranger program and outreach activities with member agencies such as:
 - serving as a liaison between committees and appropriate partner law enforcement entities to develop ranger training program that result in patrols to better control vandalism, trespassing, OHV use, and illegal dumping activities; and
 - organizing a law enforcement and interpretive ranger program to assist with outreach regarding public access, invasive species control, trails plan implementation, and responsible environmental behaviors in conserved areas.
- Coordinates with monitoring and management team on survey, reporting, and patrol protocols for conserved lands and developed recreational areas.
- Represents member agencies in all matters related to law enforcement, interpretation, and safety patrols.
- Organize, coordinate, and plan programs for operations, interpretations, safety and enforcement, and resource management and protection in conserved lands and developed recreational areas.
- Analyze situations and take effective action; establish and maintain cooperative relations with the public and with representatives in other jurisdictions.
- Coordinate mutual aid operations with other agencies; plan and implement in-service training and ranger development programs and evaluate the performance of program and personnel.
- Communicate effectively; work with community organizations and public officials; and assist with the development of effective operating programs to protect visitors and the natural and cultural resources of conserved lands and developed recreational areas.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision, discipline, leadership, mentoring, and training.
- Principles and practices of law enforcement.
- Principles of natural resource management and protection.
- Techniques and procedures used in law enforcement; methods of conducting search and rescue; advanced emergency first-aid procedures; and first aid and rescue equipment use and maintenance.
- Principles and practices involved in operating, interpreting, and protecting park or reserve lands.
- Methods and materials used in preparing and evaluating natural science displays and exhibits.
- County, state, and federal open-space management and law enforcement agencies.
- Outreach and education initiatives to increase access to open space.
- Working with diverse populations and communities.

Ability To:

- Select, supervise, train, and evaluate ranger cadets.
- Develop and maintain cooperative, effective working relationships with the public, community groups and organizations, other departmental divisions, and governmental agencies.
- Accurately analyze situations and recommend or adopt an effective course of action.
- Communicate clearly and concisely, both verbally and in writing.
- Collect and compile a variety of data and information and complete comprehensive reports and other written documents.
- Develop rules, regulations, and operating procedures for the ranger program.
- Use current technologies, tools, and equipment to achieve program goals.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations related to conservation lands and developed recreational area administration and law enforcement.
- Interact with the public including conflict resolution and customer service or customer support.
- Monitor and interpret budgets and other financial documents.
- Read and interpret technical documents such as land records and maps.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Management Analyst I/II – Conservation – Ranger Coordinator: Equivalent to a bachelor's degree from an accredited college or university with major coursework in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.

Management Analyst I – Conservation- Ranger Coordinator: One (1) year of professional experience in law enforcement, and/or in the operation, protection, and interpretation of a park, forest, public recreational, or historical area.

Management Analyst II – Conservation-Ranger Coordinator: Three (3) years of increasingly responsible professional experience in law enforcement, and/or in the operation, protection, and interpretation of a park, forest, public recreational, or historical area.

Licenses and Certifications:

Completion of a valid State of California Peace Officers Standard and Training (POST) Basic Certificate and/or State of California Peace Officers Standards and Training (POST) Supervisory Course within the last ten years.

Possession of an appropriate valid driver's license must be maintained throughout employment.

Within 6 months of employment- the ability to acquire a Public Safety / First Responder (EMSA), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) - from the American Red Cross or American Heart Association.