



**Upper Gunnison River Water Conservancy District**  
**Position Description**  
**Wet Meadows Restoration Program Coordinator**

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May 2024

**Salary Range (Based on Qualifications and Experience): \$52,600 – \$78,900**

**Job Summary:** This is a full-time, fully benefited position within the Upper Gunnison River Water Conservancy District (District). The position involves leading the cooperative, multi-agency Wet Meadow Restoration and Resilience-Building Project (Wet Meadows Program). The Wet Meadows Program Coordinator works closely with a diverse Project Team to ensure successful implementation of riparian, stream, and wet meadow restoration projects on private and public lands within the District's watershed boundary. This position reports to the District's General Manager.

**About the Wet Meadows Program:** The project focuses on utilization of Low-Tech Process-Based Restoration (LTPBR) methods (both rock- and wood-based structures) to restore hydrologic function, reduce erosion, and improve wildlife habitat, primarily in brood-rearing habitat of the Gunnison sage-grouse. The project relies on active participation of several federal and state agencies, private landowners, and local stakeholder groups. It is funded by a combination of District taxpayer funds and grants and cooperative agreements with the partner agencies. More information about the Wet Meadows Program can be found at <https://ugrwcd.org/wet-meadows-program/>.

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**Required Qualifications:**

- Bachelor's degree in hydrology, natural resource management, physical or natural sciences, and/or equivalent related work experience.
- Ability to work independently.
- Ability to foster and maintain deeply collaborative professional relationships with a diverse range of people with varied viewpoints, including state/federal/county representatives and private landowners/grazing permittees.
- Experience utilizing a conservation planning process to implement conservation and/or restoration project(s) from start to finish.
- Experience interfacing and successfully communicating with members of the public in formal and informal settings.
- Experience as a leader/supervisor/team-player, especially for field crews.
- Proficient in MS Office products (Word, PowerPoint, Excel, Outlook).

**Preferred Qualifications:**

- Master's degree or combination of five or more years of related experience in project management, natural resource policy, community engagement, watershed restoration and management, etc.
- Experience with Esri products (ArcGIS Pro/Online, FieldMaps, Survey123) or other GIS tools.



- Familiarity with Natural Resources Conservation Service (NRCS) programs.
- Basic Colorado water rights knowledge.
- Grant writing and administration experience.

## **Job Responsibilities:**

### Coordination & Organization

- Coordinate the Wet Meadows Restoration Project Team and maintain collaborative efforts.
- Manage contracts for restoration professionals and crews, material and equipment suppliers, vegetation monitoring, etc., with support from District staff.
- Communicate openly and frequently with Project Team and contractors; establish program schedules and timelines.
- Foster consensus for short- and long-term strategies and action plans among Project Team.
- Coordinate scheduling for work crews, crew training, material orders, and equipment, all belonging to multiple partner agencies.
- Provide support for partner agencies' project permitting processes (National Environmental Planning Act and National Historic Preservation Act), pre-construction notification to applicable agencies, and addressing other permitting requirements as needed.
- Prioritize planning and implementation of new projects, as well as maintenance of previous projects, on both private and public land sites.
- Field work, including assessment, planning, and implementation support at restoration sites (though primary responsibility is coordination).
  - Frequently required to walk and hike moderate terrain.
  - Some manual labor involved: Ability to use hands to manipulate objects and operate tools as well as ability to lift and/or move up to 50 pounds.
- Act as direct supervisor for 1-2 UGRWCD staff members.

### Funding

- Write grant funding proposals to cover activities including project coordination and implementation, education and outreach, capacity building, design, and engineering.
- Oversee fiscal aspects of the Project with support from District staff.
- Responsible for preparing and submitting annual reports to partner and grant funding entities.

### Monitoring and Research

- Assist in coordination and implementation of Wet Meadows Restoration Program monitoring, including long-term vegetation response monitoring.



- Serve as point person for Project-related studies and research opportunities.
- Maintain organized database for all restoration research and related monitoring activities.

### Education & Outreach

- Respond to requests and develop opportunities for educational outreach to inform the public, educate youth, and build capacity.
- Work with Project Team to organize trainings and coordinate volunteer events.
- Responsible for maintaining Wet Meadows Program website content with support from District staff.
- Assist with other public outreach activities as assigned by the General Manager.

### **Performance Criteria:**

- Effectively and efficiently carries out the job responsibilities listed above in a professional and timely manner.
- Pays attention to detail.
- Responds favorably to requests and maintains a positive attitude.
- Effectively sets priorities and stays organized under pressure.
- Reacts resourcefully to problems as they occur and exercises sound judgment.
- Exercises discretion and handles confidential information professionally.
- Works hard to ensure effective communication.
- Gets along well with the Board of Directors, other workers, and the public.
- Follows established policies and procedures.
- Willingness to learn new skills and take on new projects.

**To apply:** Send resume, cover letter, and three references to [beverly@ugrwcd.org](mailto:beverly@ugrwcd.org) by Friday, 31 May 2024. Use subject line “Wet Meadows Coordinator application.”



# UPPER GUNNISON RIVER WATER CONSERVANCY DISTRICT

## BENEFITS SUMMARY 2024

Updated 03/15/24

Medical Insurance	Available for employee and family, employee premium paid 100% by UGRWCD
Dental Insurance	Available for employee and family, employee premium paid 100% by UGRWCD
Vision Insurance	Available for employee and family, employee premium paid 100% by UGRWCD
Life & AD&D	\$20,000 benefit available for employee, Premium 100% paid by UGRWCD, Benefit reduced at age points
Defined Contribution Plan 401(a) Pension	Eligible after 1 year of service, UGRWCD contribution starts at 8% of salary (tiered pension program w/ yrs of service), Immediate vesting, self-directed, Employee match minimum 8%
Deferred Compensation Plan 457	Employee is eligible immediately upon employment, No UGRWCD match
Paid Time Off	Upon employment: 14 hrs/month. Increases with yrs of service (after 5, 10, and 15 years), 100% of accumulated PTO payable upon separation, max accumulation dependent upon years of service, End of year PTO rollover permitted up to allowable limit
Holidays	Employees entitled to all paid holidays authorized by the Board of Directors (11 days/yr)
Unpaid Leave	Employees permitted, upon reasonable notice, to take unpaid leave for a period not to exceed one month
Professional Associations	Memberships paid by UGRWCD with approval
Jury Duty	Leave with pay for first 5 days of service
Training and Education	UGRWCD will pay job-related costs of continuing education or training, General Manager approval required
* Home Loan Assistance Buying Program	*Under development, Up to \$100,000 (program details TBD)
Expense Reimbursement	Expenses incurred in the conduct of approved District business are reimbursed, including mileage at the current IRS rate

## **About the Upper Gunnison River Basin**

The City of Gunnison, elevation 7,703 feet, is located on the Western Slope of Colorado, along the beautiful Gunnison River and Tomichi Creek. Gunnison is home to 7,013 residents. It is the county seat for Gunnison County, the fifth largest county in Colorado, boasting 3,239 square miles, with a county population of 17,322 people. It includes the surrounding communities of Almont, Crested Butte, Mt. Crested Butte, Marble, Ohio City, Parlin, Pitkin, Powderhorn, Sapinero, Somerset and Tin Cup. Gunnison County is at the headwaters of the Gunnison River, which is fed by several other lovely tributaries such as the East River, Coal Creek, Slate River, Taylor River, Ohio Creek, Lake Fork, Tomichi Creek and a number of other smaller streams and creeks. Gunnison County is home to Curecanti National Recreation Area and the spectacular Black Canyon National Park. Just over 78 percent of Gunnison County is federal land. Much of the rest is ranchland and hay meadows.

With such outstanding public land access, recreational options abound including hiking, mountain biking, rock climbing, horseback riding, snowmobiling and Nordic skiing along hundreds of miles of well—maintained groomed trails, and several motorized trails throughout the area. There is also no shortage of water sports including rafting the Taylor and Gunnison Rivers; kayaking, canoeing and stand-up paddleboarding at numerous alpine lakes, rivers and streams in the county; and even wave surfing at the Gunnison Whitewater Park. Gunnison County also hosts the largest reservoir in the state, Blue Mesa Reservoir, which offers some of the finest trout fishing in the state, along with motor boating and sailing and a well-equipped marina in the summer. Residents and visitors alike from all over the state and even the world come to downhill ski and snowboard at Crested Butte Mountain Resort and Monarch Ski Area, both of which typically have shorter lift lines and crowds than other Colorado resorts, as well as ample ski runs to suit all levels of ability. Just recently, Gunnison County received accolades from the Colorado Parks and Wildlife Commission who named two pristine rivers in the basin, the Gunnison and Taylor Rivers, as the newest Gold Medal trout fisheries in the state. Finally, Gunnison County boasts some of the finest hunting in the West, including bow, black powder and rifle hunting for elk, deer and more.

Gunnison is a full-service community with various small shops and restaurants. There are two grocery stores, two organic food markets and a small Walmart. Almont and Crested Butte cater to the visitors with several hotels, cabins and resorts, as well as restaurants and unique shops. There are Art Centers at both ends of the valley as well as other venues that host several live music, art and theatre events. There is free public transportation that connects Gunnison and Crested Butte and provides bus transportation services around both towns. The Gunnison Regional Airport services daily flights to Denver and offers more flight options to Houston and Dallas during the summer. Gunnison Valley Health has been named a top 100 critical access hospital and serves a wide radius of the rural area between Montrose and Salida.

Gunnison is home to Western Colorado University, a fully-accredited University with both undergraduate and Master's degree programs, including options in natural and environmental studies. Western students, numbering just over 1,000, are active members of the community and a vital part of the economy. The Gunnison Watershed School District includes the Lake Preschool and Kindergarten, Gunnison Elementary School, Gunnison Middle School, Gunnison

High School, and Crested Butte Community School (Elementary and Secondary). The school system takes advantage of the outdoor learning opportunities the area provides, helping inspire the next generation of scientists and environmentalists.

Gunnison enjoys all four seasons with beautiful changing vistas throughout. Summers are gorgeous with average highs in the mid 70's to mid 80's. Wildflowers abound in the late spring and summer and draw visitors from all over the world. Gunnison is also fast becoming a Fall destination thanks to mild temperatures, red, gold and orange leaves and grasses, and the start of hunting season. Since Gunnison sits at the bottom of the valley at this elevation, temperatures can be quite chilly during January in particular, but it doesn't stop most residents from getting out to enjoy activities in the snow, as well as ice hockey and ice skating. For more information about the area, please visit the following websites: **Gunnison Chamber of Commerce** <https://www.gunnisonchamber.com/>; **Crested Butte Chamber of Commerce** <https://cbchamber.com/>; **City of Gunnison** <https://www.gunnisonco.gov/> and **Gunnison County** <https://www.gunnisoncounty.org/>