



Employment Opportunity for Lower Russian River Ombudsperson

Position: Lower Russian River Pathogen TMDL Ombudsperson (\$25-\$30/hr DOE)
Status: Flexible, ranging from 24 to 40 hours/week plus benefits, 2-year position
Application Deadline: October 5, 2018; position open until filled
Location: Graton, CA and Monte Rio, CA

POSITION SUMMARY

The Russian River Ombudsperson will assist the residents of the lower Russian River watershed (within Sonoma County) in understanding and complying with the lower [Russian River Pathogen Total Maximum Daily Load \(TMDL\)](#), by providing information, identifying appropriate tools and technologies, and acting as an impartial intermediary between residents and the agencies implementing the TMDL and who make up the Interagency Committee (North Coast Regional Water Quality Control Board, Permit Sonoma, Sonoma County Community Development Commission). The Ombudsperson will be an employee of the [Gold Ridge Resource Conservation District](#) and will also work closely with the [Sonoma Resource Conservation District](#), serving residents of both Districts.

The Ombudsperson will be a non-regulatory informational resource to the lower Russian River community regarding the pathogen reduction requirements as detailed in the TMDL. They will assist landowners and residents to identify tools and options to effectively manage Onsite Wastewater Treatment Systems (OWTS, e.g. septic systems), as well as working with landowners, residents, the Interagency Committee, the Community Advisory Committee, livestock facility operators, and homeless task forces as needed.

JOB DESCRIPTION

- Participate in meetings of an Interagency Committee and the Citizen Advisory Group to both coordinate efforts among pertinent agencies and foster collaboration and feedback from community members. Ombudsperson may also assume role as convener of these meetings, if needed.
- Hold “office hours” where residents can meet individually with the Ombudsperson to discuss individual circumstances and get confidential assistance on options and next steps. Follow-up from these meetings may include facilitating communication with implementing agency(ies), assisting in applying for grant funds, onsite visits, and/or providing anonymous feedback on how the implementation program is working for/impacting residents, and any suggestions for improvement.
- Participate in community events.
- Maintain email list(s) of residents interested in TMDL implementation efforts, and share periodic updates, as well as creating website content for public education.
- Stay apprised of grant opportunities relevant to assisting residents in complying with TMDL requirements, and apply for grants in partnership with residents, implementing agencies, and community organizations.
- Report periodically to the County on the above efforts and the outcomes of those efforts.

Onsite Wastewater Treatment Systems

It is anticipated that the majority of the Ombudsperson’s time would be dedicated to activities associated with assisting lower River residents to better understand their Onsite Wastewater Treatment Systems (OWTS, e.g. septic systems) and whether their systems comply with local and state regulations.

- Attend all public meetings and Citizen Advisory Group meetings in order to stay apprised of County OWTS policy and TMDL requirements, status of implementation, and options for OWTS owners.
- Develop and/or disseminate clear and succinct informational materials, in consultation with implementing agencies, to communicate requirements, status, and options to OWTS owners.

- Contribute to a “toolbox” (web-based platform) that would serve as an online library for public information and resources related to: important contacts, past studies, available technologies, easy-to-understand breakdown of regulatory requirements and resident-friendly evaluation tools for OWTS.
- Host public meetings and/or informational workshops, to share information regarding OWTS requirements, status, and options.

JOB REQUIREMENTS

Effectively apply the required knowledge and skills in the daily performance of assigned duties; procedures, rules, regulations, and ordinances that are necessary for the position.

- Act with diplomacy, maintain confidentiality and impartiality, and build relationships with the lower Russian River community and the involved regulatory agencies.
- Learn, interpret, and explain rules and regulations and policies of the lower Russian River TMDL.
- Perform technical and responsible office administration, working independently and accurately.
- Retain and recall information to respond to inquiries, and efficiently search files to retrieve data as required.
- Organize, plan, and prioritize workload and assignments to meet critical deadlines under pressure.
- Problem-solve, compile and analyze data, and use sound judgment.
- Establish and maintain effective working relationships with those encountered during performance of duties.
- Type at a rate sufficient to perform assigned duties.
- Use database, spreadsheet, web interface and/or internet applications depending on assignment.
- Communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions in situations requiring tact, courtesy, and poise.
- Understand information requests of others and respond courteously, efficiently, and accurately.
- Ability to make site visits to residences with your own vehicle.

Minimum Requirements:

- Combination of education and experience, typically, equivalent to possession of an Associate of Arts degree and four years of responsible professional experience in relevant subject areas such as natural resources, community engagement, and/or public or nonprofit administration, which has included considerable exercise of initiative, attention to detail, and independent judgment.
- Possession of a valid California driver's license at the time of appointment and a satisfactory driving record. Must have access to your own vehicle.
- An interest in working with people and creatively solving complex problems.
- Basic proficiency in Word and Excel programs.

Other Requirements:

Willingness to hold office hours during traditional work hours (9am-5pm, Monday - Friday) and non-traditional work hours (some weekday evenings and weekends are required); and work under diverse conditions, such as in agricultural operations, around heavy construction equipment, and in inclement weather.

Essential duties require the mental and/or physical ability to: work in a standard or independent office environment; drive a vehicle; read fine print on computer monitors; converse by telephone and in person; use calculators and personal computers; and have strength to safely lift and maneuver up to 30 pounds.

TO APPLY

To apply, it is required to send a cover letter stating your interest in the position. Include a resume and a minimum of three professional references with contact information. Send application materials to rrhelp@goldridgercd.org with the subject line: Lower Russian River Pathogen TMDL Ombudsman. We kindly request no emails or phone calls. The first round of interviews will occur October 18th-19th.

Policy of Non-Discrimination: Gold Ridge RCD is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation.