



**Job Title: Station Manager, Sagehen Creek Field Station (0360U) #13562**

**Job ID: 13562**

**We will begin reviewing applications on March 1, 2021**

**The targeted job start date is: June 1, 2021**

### **About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

### **Departmental Overview**

[Sagehen Creek Field Station](#) is an off-campus research and education facility of the University of California, Berkeley. The facility is located in the Sierra Nevada Mountains, 12 miles north of Truckee, CA and 20 miles northwest of Lake Tahoe. The facility encompasses 22 buildings, concentrated in a stream-side footprint within the larger 9000-acre Sagehen Creek Experimental Forest. Sagehen Creek Field Station operates year-round, with most use occurring during the summer/fall field season between mid-May to mid-October. The facility is snowed in approximately 6 months a year, requiring over-snow access without recourse to wheeled vehicles. Use during the peak season is very high, with numerous ongoing research and education initiatives. The automated data collection network serves researchers at universities and governmental agencies. Sagehen also serves as the hub for two additional Central Sierra Field Research Stations located southwest of the station: the Chickering American River Reserve and the North Fork of the American River Reserve.

### **Job Summary**

The Station Manager is responsible for the overall coordination, supervision and implementation of administrative, management and research activities of Sagehen Creek Field Station, its 450 Acre permit area, and the surrounding 9000-acre Sagehen Creek Experimental Forest, as well as coordination of activities at two additional Central Sierra Field Research Stations (CSFRS): the Chickering American River Reserve and the North Fork of the American River Reserve. The field station manager operates under the general direction of the Faculty Director of the Central Sierra Field Research Stations (CSFRS) and oversees field station staff and seasonal employees in designing and implementing research, education, and outreach programs, as well as maintenance and upgrades of facilities and infrastructure. The manager is responsible for developing and managing budget and resources to meet overall field station goals, for planning and fund-raising for future facilities and programs, and for ensuring regulatory compliance and adherence to university policy. The manager may represent the Campus in developing partnerships between the CSFRS and the local community, other UC Campuses, non-governmental organizations, and local, state, and federal agencies (e.g., California Dept. of Fish and Wildlife, U.S. Forest Service, California Sierra Nevada Conservancy).

The purpose of the position is aligned to UC Berkeley's core mission of facilitating and encouraging research, education and community service. The position involves a broad spectrum of highly varied activities necessary to the maintenance of the facilities in a functional, usable state; the encouragement of new and continuing research and education; the protection of large parcels of wild lands for future research use; and interfacing with the community, non-governmental organizations, and various agencies to develop and implement creative partnerships and collaborations. Thus the position involves the on-site administrative, research, facilities management and/or cultivation functions involved in establishing and maintaining environmental field research.

## Responsibilities

### Day to Day Operations:

- Ensures the coordination, supervision and performance of all activities necessary to the operational, educational, and research-related planning of Sagehen Creek Field Station, Chickering American River Reserve and the North Fork Association Lands.
- Plans, directs and manages all daily operations and activities. Reviews, approves and facilitates proposals for research and develops programs for cooperative applied field research (e.g., RAMS).
- Coordinates or conducts necessary maintenance of facilities and equipment.
- Works with relevant Campus offices as needed to manage on-site University facilities.
- During the non-peak season (November-April), provides at least **20 days of operational support to the Central Sierra Snow Laboratory**.

### Budget and resource planning:

- Under general direction of the Faculty Director, develops and monitors budget, human resources and space planning.
- Coordinates activities with responsibility for results in terms of costs, methods, and employees.
- Facilitates the collaboration among a diverse group of professional staff and user groups to develop and implement long term property management plans and, as needed, identify funding for them.
- Assists in raising revenue through participation in proposal writing, acquisition of proposition funds, and fundraising efforts.
- Manages any existing grants for underburning, pile burning and prep-for burning within and around the Sagehen Experimental Forest

### Liaison to External Partners and Government Agencies:

- Represents the Campus as long-term cooperative use agreement holder with US Forest Service.
- Works with Federal, State and private agencies and non-profits to identify a wide variety of research projects to help answer critical forest and landscape management questions.
- Develops and oversees permitting processes as needed, such as water quality discharge waivers and permits, County business plans and site health and safety plans.
- Ensures all operations are in compliance with regulatory procedures and reporting requirements such as safety, emergency preparedness and environmental protection.

### Community Relations.

- Develops and maintains positive relations with community organizations interested in the University's field station operations in the Central Sierra.
- Represents the Campus in developing partnerships with the local community, nongovernmental organizations, and local, state, and federal agencies.
- Leads and coordinates the Sagehen Reserve Program Planning Advisory Group (SRPPAG), a joint university/agency/community initiative that brings together individuals from universities, government agencies (federal, state, and local), and nonprofit organizations and community groups to help guide the station's future.
- Works with public, private, and nongovernmental agencies to identify lands that are important for research and education purposes and to develop strategies for their preservation.

### Outreach and Social Media.

- Coordinator of Sagehen website and social media accounts.
- Supports development of school field trips, k-12 programs, and public education programs related to field station research or other topics that serve a broad audience.
- Manages science-art outreach

## Required Qualifications

- Demonstrated experience with administration and budget management, staff supervision, facilities and equipment operations and maintenance, land stewardship and resource monitoring.
- Knowledge of ecosystem science and management, including ecologically sensitive practices and safety and regulatory compliance.

- Analytical and report preparation skills to support proposal writing and to meet regulatory and budgetary reporting requirements.
- Ability to raise funds and manage budgets.
- Ability to facilitate and collaborate with a diverse group of constituencies on long- and short-term property operations planning and fundraising.
- Knowledge of facility planning, building construction, project management and contract management.
- Ability to problem solve both personal and technical issues at field stations.
- Skills in leadership, motivation of staff, public speaking, team-building, and understanding of diversity and equity issues.
- Must reside at or near the Reserve when on duty. Near daily presence required from May to October, except for brief intervals on UC business, or on authorized days off and vacation periods.
- Maintains high level of physical fitness, with ability to lift heavy objects, occasionally up to 70 pounds..
- Ability to deal with heavy snow conditions during winter, including extensive snow shoveling, snow removal from roofs, and operation of heavy equipment, such as snowcats and snow blowers.
- Ability to support Central Sierra Snow Lab work during Sagehen's non-peak season.
- Ability to drive a truck, 4 wheeler, and tractor.
- Ability to operate power tools, preferably including construction tools, chain saws, etc.
- Ability to climb tall towers.
- Ability to acquire and maintain skills required for prescribed fire (Red Carding) and knowledge of wildland fire operations.

**Education/Training:**

- Bachelors, Masters or Ph.D. degree in related area and/or equivalent experience/training.
- First aid and CPR.

**Preferred Qualifications**

- "Red" card training, avalanche, winter backcountry guiding.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University visit:  
<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

**How to Apply**

- Please submit your cover letter and resume as a single attachment when applying. Please include names and contact information of 3 professional references

**Driving required**

A valid driver's license and DMV check for driving record is required.

**Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:  
[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

For the complete University of California nondiscrimination and affirmative action policy see:  
<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

**If you are applying from outside UC Berkeley**

Go to: <https://jobs.berkeley.edu/job-listings/external-applicants>  
 Click on "External Applicants Apply Here"  
 Search for keyword: "Station Manager" or "Sagehen" or by Job ID#.