November 23, 2020

Re: Missoula Conservation Lands Research and Monitoring Program Coordinator Vacancy

To all interested applicants:

Missoula’s Conservation Lands Management (CLM) team is seeking an individual to coordinate and manage our research and monitoring program. The CLM program manages all natural, recreational and cultural resources on approximately 4500 acres of public natural areas around the Missoula Valley. Our most pressing challenge in managing these public lands is finding the right balance between resource conservation and recreational opportunity, and doing so with limited funds. To meet this challenge, we rely on an evidence-based, adaptive management approach. Each year, the CLM program engages in multiple research and monitoring projects to develop best management practices and track trends in natural resources and recreational use across the Missoula Valley.

The Conservation Lands Research Program Coordinator serves a crucial role in the adaptive management cycle, by conducting and managing a wide variety of research and monitoring projects. These projects range from researching innovative invasive species management strategies, to tracking long-term trends in grassland community structure, to conducting wildlife surveys and surveying recreationists. The necessary research techniques that are employed are equally as diverse including, vegetation plots and transects, wildlife counts, visitor questionnaires, basic inventory and plant ID, and spatial analysis using handheld GPS. In addition to maintaining previously established research and monitoring projects, the Research Coordinator is also encouraged to think critically and to develop new projects that will improve our land management outcomes. This is a great opportunities for an individual that is interested in gaining experience in a diversity of natural resource issues and is passionate about using research to drive better land management practices.

This is a 12 month permanent position. A typical workweek is 30 hours per week but often increases to 40 hours per week during the peak summer field season or when grant funding is available. The successful candidate will become a job-attached employee with City of Missoula benefits including health, vacation & sick time, holiday pay and retirement. To ensure application consideration, all interested applicants MUST APPLY ON-LINE BEFORE 5pm December 18th (apply: https://www.ci.missoula.mt.us/1726/CivicHR-Jobs-Page). For more information about this position, feel free to contact me.

Sincerely,

Clancy Jandreau
Conservation Lands Program Specialist
Missoula Parks and Recreation
jandreauc@ci.missoula.mt.us
406.552.6739099
## Conservation Lands Research and Monitoring Program Coordinator

**Department:** Parks and Recreation  
**STATUS:** Regular, full-time, non-union  
**Rate of Pay:** $19.8265/hour

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<th>General Statement</th>
<th>The Program Coordinator analyzes and collects data from established research projects designs, monitor new research, and maintains inventory on Missoula's Conservation Lands System.</th>
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| **Duties and Responsibilities** | • Design and implement statistically valid research and monitoring protocols to study vegetation, wildlife, and recreation on City Open Space lands  
• Prepare reports, presentations, peer-reviewed papers, and educational materials based on scientific research and results of monitoring data  
• Develop and maintain working relationships and with other entities conducting scientific research in our area  
• Pursue grants to fund research, land management projects  
• This position provides critical information to the Conservation Lands Program Manager and maintenance staff to help develop best management practices and inform adaptive management strategies |
| **Knowledge, Skills, and Abilities Required** | • Knowledge of tools, GIS, and GPS technologies used in Conservation Land research and monitoring.  
• Knowledge of Western Montana native plants, animals, and invasive plants  
• Knowledge of personal computers, Microsoft Office Suite, ArcGIS, ARC map, and other data analysis/management software  
• Skilled in writing reports and basic knowledge of scientific research and grant administration  
• Ability to implement basic monitoring, research projects, and data analysis  
• Ability to maintain and build collaborative working partnerships with diverse groups or individuals |
| **Required Qualifications** | • A bachelor’s degree in relevant discipline (e.g., ecology, wildlife biology, environmental studies, botany, recreation management, etc.), and two years of field experience. Or equivalent combination of education and experience considered.  
• Verified acceptable driving record |
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<th>Special Conditions of Employment</th>
<th>The work schedule is flexible depending on workload/season and may include working on evenings or weekends.</th>
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<td>Physical Demands</td>
<td>Duties require access to trail construction and fieldwork sites, where significant hiking on adverse terrain may be encountered, including exposure to inclement weather, chemical compounds, loud noises, and carrying materials up to 50 pounds.</td>
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<td>Diversity Statement</td>
<td>The City of Missoula is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political ideas, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.</td>
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| Required Application Materials  | City of Missoula Application  
Cover Letter addressing how your education and experience relate to the required skills and knowledge  
Resume  
All application documents must be submitted to be considered for the position. |