



## **Central Coast Ambient Monitoring Program (CCAMP) Monitoring Coordinator Position Announcement**

**Job Description.** The Central Coast Ambient Monitoring Program (CCAMP) Monitoring Coordinator supports the planning and implementation of surface water quality monitoring projects for CCAMP, oversees and trains CCAMP staff and volunteers, supports data management, analysis, and reporting tasks, and communicates findings to the public and partner organizations. This position will be focused on the watersheds of the central coast, within the boundaries of the Central Coast Regional Water Quality Control Board (Central Coast Water Board), with a heavy emphasis in conducting field-based monitoring to assess water quality and flow conditions in local creeks and other surface waters. The CCAMP Monitoring Coordinator reports to the Bay Foundation of Morro Bay's (Bay Foundation) Executive Director and performs tasks under the direction of the CCAMP Program Manager and in coordination with field technicians and data management staff. The employee will serve as Monitoring Coordinator for the implementation of CCAMP regional monitoring projects.

**The Organization.** The mission of the Bay Foundation is to work with the community, local governments, nonprofits, and landowners to protect and restore Morro Bay. The Bay Foundation is a nonprofit corporation that provides the administrative framework for CCAMP.

**The Program.** CCAMP is the Central Coast's regionally-scaled surface water quality monitoring and assessment program. CCAMP's mission is to collect, assess, and disseminate surface water quality information to aid decision makers and the public in maintaining, restoring, and enhancing water quality on the Central Coast. CCAMP activities include monitoring water bodies in the Central Coast region.

**Geographic Assignment Area.** CCAMP conducts monitoring within the jurisdiction of the Central Coast Water Board. This includes all the coastal counties from Santa Cruz County to Santa Barbara County as well as San Benito County and the southern portion of Santa Clara County. The position involves weekly fieldwork throughout the region as well as in-person office/lab work at the Central Coast Water Board office located in San Luis Obispo, CA.



## Duties and Responsibilities

- Field Coordination and Project Management: Assist in developing and implementing monitoring projects to meet program goals and objectives. Develop and oversee the implementation of standardized field protocols. Develop and coordinate monitoring schedules and communication with staff and other participating entities.
- Field Team Coordination: Recruit, train, and oversee staff and volunteers to ensure safe, efficient, and accurate data collection. Coordinate equipment calibration, maintenance and repairs, laboratory analysis, and other aspects of the monitoring.
- Surface Water Monitoring: Lead staff/volunteers in conducting water quality and flow monitoring in creeks, rivers, estuaries, and other surface waters. Provide oversight for technical and safety aspects and adherence to quality assurance and standard operating procedures.
- Data Management, Analysis, and Reporting: Participate in data entry, record keeping, data sharing, and report writing tasks and activities. Coordinate with contracted laboratories, manage monitoring and quality assurance data using spreadsheets and databases, and perform queries using web-based data browsers and repositories (e.g., CCAMP Data Navigator and CEDEN). Work with other CCAMP staff to interpret data and write content for project summary reports for board members, partner agencies/programs, and the public.
- Administrative Support: Assist in updating permits, organizing documents, tracking budgets/expenditures, managing contracts, procurement, and various administrative tasks.
- Program Outreach: Occasionally participate in roundtables, workgroups, and/or technical user group meetings. Represent CCAMP at meetings of public agencies and participate in regional conferences. Respond to public inquiries and promote outreach/education on CCAMP water quality monitoring.
- Geographic Information System Management: Maintain ArcMap database of monitoring locations using ArcGIS Pro and/or ArcMap 10.8. Analyze data and create maps to show findings spatially. Collect GPS field data, conduct screen digitizing. Support other staff on use of GPS field equipment and ArcMap applications for analyses.
- Other Duties as Assigned: The incumbent shall perform other related duties as assigned.



## Minimum Qualifications

- BA/BS in natural resources management, environmental science, biology, or related field;
- One to two years of relevant work experience;
- Knowledge of surface water hydrology concepts and fieldwork, including water quality monitoring and surface flows;
- Experience with environmental fieldwork in inclement conditions with a strong focus on safety protocols;
- Ability to adapt and troubleshoot in the field;
- Ability to walk/hike and work outside in all types of weather, able to carry 20-50 lbs. of equipment over rough terrain to remote field sites;
- Ability to confidently operate full-sized trucks and 4-wheel drive vehicles;
- Proficient with data evaluation and analysis, including experience with detailed database management using Excel, Access, etc.
- Excellent project management, time management, organizational, verbal, and written communication skills;
- Must be detail-oriented and able to manage multiple projects and responsibilities with varying requirements and timelines;
- Ability to work independently and as part of a team;
- Availability to travel overnight (travel expenses are reimbursed), approximately two nights a month; and
- Flexible schedule and availability for early morning starts and long field days.

## Preferred Qualifications

- Three to five years of relevant work experience, including supervisory experience.
- Knowledge and experience conducting statistical analyses of environmental data.
- Experience in the technical areas of hydrology and bioassessment monitoring per California state protocols.
- Experience with data visualization tools such as Microsoft Power BI, Tableau, etc.
- Experience coordinating teams.
- Knowledge of quality assurance procedures and protocols.
- Experience working with geospatial modeling applications and GPS data collection.
- Experience working in the environmental conservation field.
- Experience with developing and tracking budgets.
- Knowledge of the Central Coast region and watersheds.



**Pay, Benefits, & Work Environment.** This is a non-exempt, full-time position with an hourly rate of \$21 to \$25/hour, depending on experience. The preferred start date of mid-April/early May. Benefit package includes sick leave, paid vacation, and holidays. Group health insurance, optional Flexible Spending Accounts, and simple IRA retirement savings plan with employer match provided. Casual office environment with options for flexible schedules. Position will have field, office, and occasional work-from-home components, with approximately 30-50% of the time spent in the field. The work primarily takes place during regular business hours (Monday to Friday, 8 a.m. to 5 p.m.) with occasional overnight, evening, and weekend work. Required safety protocols for all staff follow current COVID-related public health guidance. CCAMP staff are employees of The Bay Foundation of Morro Bay, a nonprofit corporation that provides the administrative framework for CCAMP. The position is supported by the CCAMP Fund Endowment.

**How to Apply.** Submit a resume and cover letter to the Bay Foundation of Morro Bay. Email submissions preferred. Please send to [staff@mbnep.org](mailto:staff@mbnep.org) with subject line – *CCAMP Monitoring Coordinator Application*. Applications will be reviewed as they are received, and the position may be filled before the application deadline. Applications will be accepted until **Friday, April 19 at 4 p.m.** Proof of valid driver’s license, insurance, clean driving record, and reliable method of personal transportation are required for employment and must be confirmed before a final offer is made. All offers of employment are contingent upon the successful completion of a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees are required to meet Bay Foundation policies regarding working with minors.

Diversity, equity, and inclusion are core values at the Bay Foundation of Morro Bay, and we are committed to creating a diverse workplace. The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.