COLORADO NATURAL HERITAGE PROGRAM
Position Announcement

TITLE: Research Associate III/Conservation Data Services Team Leader and Database Developer

NUMBER OF POSITIONS: 1 (100% time)

WORK LOCATION: Colorado Natural Heritage Program
Colorado State University – Warner College of Natural Resources
Fort Collins, CO 80523

PAY RATE: $44,000 - $50,000/year, commensurate with experience

Summary of Position:
The Conservation Data Services (CDS) Team supports Colorado’s conservation information needs through GIS mapping, data management, database development, and related computer services for recording and presenting biological and natural resource information. The team maintains The Colorado Natural Heritage Program's (CNHP) Biodiversity Tracking and Conservation System (BIOTICS) database, providing the most comprehensive source of locational information about imperiled species and ecological communities in Colorado. We work closely with government, private land managers, and owners to provide a central clearinghouse to collect and compare information on these vital biological resources across jurisdictional and land ownership boundaries in Colorado. The CDS Team also creates customized mapping, database, and website products to aid staff and clients in managing biological resources, and/or analyzing biological field sampling data.

The CDS Team Leader coordinates the statewide implementation of CNHP’s information with partners and clients, including federal, state, and local agencies, as well as both non- and for-profit organizations. The CDS Team Leader supervises the CDS Team (3-5 staff) and is supervised by the Director. CNHP’s work is funded entirely through grants, contracts, and agreements, and as a member of the Leadership Team the CDS Team Leader will need to actively pursue funding opportunities. Approximately 25-33% of this person’s time will be spent on Team Leader duties, while 66-75% will be spent on grant writing and serving as principal investigator on database related projects.

DUTIES:

Team Leader Duties (25-33% of duties)

- Promote the use of the CNHP’s data by current and future partners, which includes state and federal government agencies, private entities, and non-governmental organizations. Work with other CNHP staff to procure funds, contracts, and/or memorandum of understanding for data and derived product use and development with our partners.
- Supervise the Conservation Data Services Team (3-5 staff, including GIS Program Manager, IT Specialist and Data Distribution Coordinator).
- Manage Core Heritage Services business plans, funds, and accounting.
- Ensure team has adequate funding, and work with other CNHP personnel to secure additional funding if needed.
- Coordinate the Conservation Data Services needs of CNHP staff and partners and make sure workloads, timing, and funding are balanced.
- Coordinate and ensure consistency of data licenses, data sharing agreements, and other data distribution and use policies and procedures.
- Work with Team members to track overall information management needs of CNHP, including network systems, current and future computer resource needs, design of appropriate systems, and hardware and software selection.
- Oversee the ongoing development of the CNHP website. Arrange for and oversee contract website developers as necessary.
- Serve on the CNHP Management Team.
- Participate in Staff, Principal Investigator, and Management Team meetings.

**Database Developer Duties (66-75% of duties)**

- Develop proposals and serve as Principal Investigator for database related projects.
- Coordinate, design, and implement project-specific natural resource-based database applications using primarily MS Access and Visual Basic, but also potentially MySQL, Oracle, .NET, C#, SQL, or equivalent software and programming languages. Current, ongoing projects that the incumbent will work on (pending continued funding) include development, maintenance, and support of Bureau of Land Management Endangered Species tracking database, and National Park Service Vegetation Mapping Plots database. These are currently both MS Access databases.
- Manage project budgets and schedules in accordance with CSU policies and procedures.
- Assist CDS team to coordinate, integrate, and implement evolving database technologies.
- Assist with development and enforcement of strategies and policies for database quality such as consistency, data standards, and routine maintenance procedures. Assist with the implementation of these improvements and maintenance routines by performing complex Oracle, MS Access, or SQL programming. Assist with achieving data integrity goals.
- Assist CNHP staff in developing queries, summaries, and reports using CNHP data. Aid staff to convert digital reports, graphics, maps, and other materials between differing data formats.
- Assist CNHP staff with the development of information products for online use.
- Implement the conversion and import of data from diverse sources and file formats.
- Other duties as assigned.

**QUALIFICATIONS:**

**Required Qualifications**

1) Bachelor’s degree in Computer Science, Information Management, Natural Sciences/Resources field or related field and five years professional experience developing and managing relational database applications OR Master's degree and two years professional experience required.
2) Solid understanding of MS Access queries, forms, and coding is required.
3) Demonstrated experience and competence with microcomputers including Windows operating systems, data management systems, data transfer methods, file compression, file formats, and MS Office.
4) Strong communication skills. Must be able to write and speak clearly and accurately, and enthusiastically convey information to scientific and lay audiences. Ability to work as a team with supervised staff and a team of conservation biologists, as well as agency personnel, land managers and representatives of different public and private agencies and groups.

5) Excellent organizational skills, meticulous attention to detail necessary.

6) Supervisory experience required.

**Desired Qualifications**

1) Project and budget management experience highly desirable.

2) Familiarity with biological, ecological, and/or environmental datasets and data requirements highly desirable.

3) Ability to handle multiple demands and set appropriate priorities, and demonstrated experience in multiple project management highly desirable.

4) Grant and proposal writing experience desired.

5) Creative problem-solving ability desired.

6) Commitment to the conservation of biodiversity highly desirable.

**TO APPLY:**

Submit cover letter, resume and three references, electronically by **5:00 pm, May 22, 2011**, to [http://warnercnr.colostate.edu/employment-opportunities.html](http://warnercnr.colostate.edu/employment-opportunities.html). Selection will continue until an appropriate candidate is found. **Hiring is contingent upon available funding.** Preferred start date is July 2011.

The Colorado Natural Heritage Program ([http://www.cnhp.colostate.edu](http://www.cnhp.colostate.edu)) is Colorado’s primary biological conservation information center housed within the Warner College of Natural Resources at Colorado State University. CNHP is a key player in the conservation of Colorado’s and maintains the only centralized conservation database in Colorado that includes information on the locations and status of rare and imperiled plant and animal species, high quality natural communities, and potential conservation areas. The staff consists of approximately 25 highly experienced biologists and information managers with expertise in inventory, research, and monitoring of Colorado’s flora, fauna, plant communities, and conservation issues. CNHP serves a wide variety of users including federal, state and local agencies, consultants, environmental groups, non-government organizations, private landowners, and the public. CNHP’s annual revenue is approximately 2 million dollars and is generated from contracts and agreements through CNHP’s partners and clients. CNHP generally works on over 40 conservation projects per year.

Colorado State University is an equal opportunity/affirmative action employer and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity and Diversity is located in 101 Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and so identify themselves.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.