



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Land Stewardship Intern

An Equal Opportunity Employer

SALARY

\$13.61 - \$16.54 Hourly

OPENING DATE: 04/09/18

CLOSING DATE: 04/30/18

THE POSITION

The Sonoma County Agricultural Preservation and Open Space District (APOS) seeks a motivated Undergraduate Intern for their Stewardship Program

The Stewardship program ensures protection and enhancement of conservation values for protected lands. In support of the program, the Land Stewardship Intern will support the following tasks, both in the field and at the office:

- Field work on District-protected properties, including easements and District-owned properties
- Global Positioning Systems (GPS) data collection and Geographic Information Systems (GIS) data maintenance
- Property information research using public records
- Organization and maintenance of Stewardship Program files and database
- Research of land management best practices and other technical subjects, and summarization of findings

The ideal candidate will be a high school graduate, currently enrolled in a natural resources or environmental science academic or vocational program, who possesses:

- Strong verbal and written communication skills
- The ability to work independently and meet deadlines
- Knowledge of Microsoft office and GIS programs. Detail-oriented, able to manage data with precision and accuracy.

About the APOS

The Sonoma County APOS conserves land in Sonoma County for future generations. To date, the District has conserved over 110,000 acres of farmland, source watersheds, core habitats, greenbelts, and urban open space. Conservation lands are protected through acquisition and stewardship of conservation easements, and through purchase and management of fee interest properties.

MINIMUM QUALIFICATIONS

Education: Current enrollment in a full-time or part-time academic or vocational curriculum at an accredited college or university.

Experience: None required.

License: Possession of a valid driver's license at the appropriate level including necessary endorsements may be required to perform the essential functions of the position.

SELECTION PROCEDURE

The selection procedure will consist of an application with supplemental questionnaire evaluation and interviews. Applicants should list all employers and positions held within the last ten years in the work history section of the application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position. Each application and supplemental questionnaire will be thoroughly evaluated for satisfaction of minimum qualifications and relevance of educational coursework, training, experience, and knowledge and abilities; which relate to the position. Candidates possessing the most appropriate job-related qualifications will be invited to an interview.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The District prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the [Equal Employment Opportunity Policy](#) for further information.

RECRUITMENT BY

Sonoma County Agricultural Preservation and Open Space District, with assistance from the County of Sonoma Human Resources Department
575 Administration Drive, #116B
Santa Rosa CA 95403
Phone: (707) 565-2331
Fax: (707) 565-3770

HR Analyst: TF
Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>

OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/04-0825-INT
LAND STEWARDSHIP INTERN
TF

Land Stewardship Intern Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- CalJobs
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication

* 2. Are you currently enrolled in a full-time or part-time academic or vocational curriculum at an accredited college or university?

- Yes
- No

* 3. Please describe any coursework you have completed in natural resources or environmental science.

* 4. Please describe a project you completed that required you to do research and present your findings. Detail the subject matter, audience, and the outcome of the project.

* 5. Please describe your experience using Microsoft Office and/or GIS programs. Detail the types of projects you completed using this software.

* Required Question