

UNIVERSITY OF CALIFORNIA  
DEPARTMENT OF BIOLOGY-017  
RIVERSIDE, CALIFORNIA 92521-0427 USA

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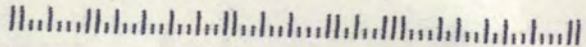
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**GRANITE MOUNTAINS RESERVE  
UNIVERSITY OF CALIFORNIA, RIVERSIDE**

The Natural Reserve System of the University of California, Riverside, is seeking qualified individuals to fill one part time and two full time positions at the UC Granite Mountains Reserve in the East Mojave Desert. The positions are Reserve Director, Reserve Steward, and Administrative Assistant.

The Director's responsibilities encompass reserve administration, resource management and planning, and research and educational support. These duties emphasize skills in interpersonal communication, personnel supervision, and oral and written presentation. Research experience in some area of natural history as well as a general knowledge of environmental issues related to reserve management are required. (Position #93-08-012)

The Steward's duties consist of facilities maintenance and providing management support to Director. Skills in basic carpentry, plumbing, and electrical (photovoltaic) are required. (Position #93-07-012)

The Assistant's duties emphasize half time administrative support to the Director, including budget administration, fundraising, and public relations. (Position #93-08-011)

The Granite Mountains Reserve is a remote facility encompassing 8,500 acres situated 40 miles west of Needles, California, approximately 3-1/2 hours drive from the UC Riverside campus. On-site facilities include a small staff residence, a new research laboratory and temporary researcher housing, a simple cabin, and rustic classroom facilities.

Complete job descriptions as well as position requirements are available in the Staff Personnel Office from 9 a.m. to 4 p.m. For consideration, please forward a letter including a statement of interest and qualifications, an application or resume, any supporting documents, and three letters of references to:

STAFF PERSONNEL OFFICE  
(Position #)  
1160 University Avenue; Suite C  
Riverside, CA 92521  
(909) 787-3127

For further information regarding the position, call (909) 787-4561.

University of California, Riverside is an Affirmative Action/Equal Opportunity Employer

**DIRECTOR, GRANITE MOUNTAINS RESERVE**  
Biology Department (Granite Mountain Reserve)

No. 93-08-012  
\$2,992.50 - \$4,488.75

Salary reflects a temporary five percent reduction. A career position located at the Granite Mountains Reserve located 70 miles west of Needles, CA.

**Essential Functions:** Serve as on-site Director of a major UCR administered Natural Reserve. Responsible for establishment of policy for reserve employees and users; review and evaluate user/research proposals; and develop extramural funding. Collaborate with local and regional governments and agencies regarding resource management and planning. Prepare and present programs on aspects of regional natural history and reserve activities. Support research and education by soliciting research use appropriate to the regional landscape. Supervise personnel and facilities maintenance.

**Minimum Requirements:** Education and experience equivalent to graduate degree in a related field. Demonstrated experience in management of a reserve or similar facility, including developing extramural funds, establishing policy, resource management and planning, and soliciting research. Knowledge of environmental issues related to reserve management and research experience in some area of natural history. Demonstrated skills in effective interpersonal communication, supervision, and oral and written presentation. Ability to work fluctuating schedule that may require work on most weekends and many holidays; live on-site in remote location; be on-call for emergencies except when out of town; and work outdoors under occasional extremes of weather; drive vehicle under 4-wheel-drive conditions; and hike and climb a granitic boulder field topography.

**Final Filing Date:** September 15, 1993

**ADMINISTRATIVE ASSISTANT III**  
Biology Department (Granite Mountain Reserve)

No. 93-08-011  
\$2,308 - \$2,772

A career, part-time, (20 hours per week), 12-month position with variable work schedule. Located at the Granite Mountains Reserve which is 70 miles west of Needles, CA.

**Essential Functions:** Provide administrative support to the Granite Mountains Reserve director. Review, develop, and critique budget plans, organize materials and write annual reports. Plan Reserve space utilization and independently resolve unusual administrative problems. Participate in fund raising activities including identifying potential funding sources and preparing foundation proposals. Responsible for public relations including providing reserve tours and writing reserve publications. Conduct seasonal vertebrate surveys, identify projects and organize volunteers, occasionally patrol reserve boundaries, and perform light custodial duties.

**Minimum Requirements:** Demonstrated experience with budgets including performing research and identifying financial needs of an organization, and analyzing and developing budgets. Demonstrated ability to effectively organize and coordinate a variety of tasks and projects; write proposals and publication materials, proofreading for correct spelling and grammar; communicate effectively with the public, potential trespassers, and local agencies including making presentations; and work variable hours including occasional nights, weekends and holidays; live in a remote location; occasionally climb a granitic boulder field topography, engage in strenuous hikes and drive a vehicle under 4-wheel-drive conditions. Preferred qualifications include experience with computers including database, spreadsheet, and word processing software.

**Final Filing Date:** October 15, 1993

**SENIOR BUILDING MAINTENANCE WORKER**  
Biology Department (Granite Mountain Reserve)

No. 93-07-012  
\$2,155 - \$2,457

Salary reflects a temporary five percent reduction. A career position located at the Granite Mountains Reserve located 70 miles west of Needles, CA.

**Essential Functions:** Responsible for maintaining existing facilities including water lines, photovoltaic systems, vehicles, fences, signs, roads and trails. Assist in cleanup of housing facilities for researchers and classes. Organize and maintain tools and supplies. Work with and supervise volunteer labor. Assist in patrolling and maintaining reserve boundaries, establishing and maintaining phenological transects and weather database. Manage reserve in absence of director and associate director. Assist in collection of user fees, identifying and correcting potential health problems, and in public relation tours.

**Minimum Requirements:** Able to work variable hours, including holidays and weekends, and live in a remote location under very rustic conditions (no plumbing or hot water, outhouse, outdoor shower, DC electricity only). Ability to use a variety of tools including power saws and drills, compressor tools, and carpentry and plumbing tools; drive a 4-wheel-drive vehicle; and use DOS-based microcomputer. Must have ability to climb granitic boulder field topography; engage in strenuous day-long hikes; work at a remote site with few amenities; work under extreme heat, cold and wind conditions; and work in high places such as a roof.

**Final Filing Date:** October 15, 1993



DEPARTMENT OF BIOLOGY  
RIVERSIDE, CALIFORNIA 92521  
VOICE: (714) 787-5903  
FAX: (714) 787-4286

August 6, 1993

Dear Colleague:

The University of California is seeking to fill the position of **Resident Director** at its Granite Mountains Reserve, administered through the UC Riverside campus. Two additional support positions are also open.

We would appreciate it if you could bring this opportunity to the attention of potential candidates you may know of. We are grateful for your assistance in posting, circulating, or otherwise bringing the enclosed announcement to the notice of qualified applicants.

Sincerely,

A handwritten signature in black ink, appearing to read "John T. Rotenberry".

John T. Rotenberry  
Director  
UCR Natural Reserve System