



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 530.543.1501 PH 530.543.1660 FAX TahoeRCD.org

District Manager

Position	District Manager
Location	Duty station is South Lake Tahoe, California
Salary	\$84,689 - \$99,198

Position Summary

The District Manager is responsible for managing and directing the internal business operations of Tahoe Resource Conservation District (Tahoe RCD) along with being the face of Tahoe RCD to a large and varied group of government, research, non-governmental organizations (NGOs), and private partners. The District Manager is an at-will employee who reports to a five-member Board of Directors. The position requires a strong and broad-based knowledge of natural resources, fund-development skills, self-direction, strategic thinking, collaborative leadership, and problem-solving abilities in order to carry out Tahoe RCD's mission.

Tahoe Resource Conservation District

Tahoe RCD is a non-regulatory, local special district empowered to address a full suite of natural resource opportunities. Our programs and projects support conservation issues including: water quality, aquatic invasive species, wildlife habitat, fire defensible space, sustainable recreation, water conservation and community enhancement. Tahoe RCD works in an area that covers over 35,000 acres in El Dorado and Placer Counties including private, state and federal lands on the California side of the Lake Tahoe Basin. Through collaboration and partnerships, Tahoe RCD is granted authority to work in adjacent Resource Conservation Districts in both California and Nevada. Our work is carried out by a professional and passionate team of 14 full time and 30-50 seasonal staff and contractors/partners in four program areas: Landscape Conservation, Aquatic Invasive Species, Stormwater Monitoring, and Fire Adapted Communities.

Position Description and Qualifications

A successful candidate will have successful experience working collaboratively with a wide range of partners and community stakeholders including federal, state and local governments, academia, NGOs, private groups and individuals. Candidates must embrace, support, and achieve Tahoe RCD's mission by working with the Board, staff and partners to develop and sustain programs through effective fund development. The ideal candidate will have experience working with RCDs, and local, state, and federal agencies in a management role. Candidate will have demonstrated success in writing, securing, and managing a wide range of grant and funding sources.

WE DO CONSERVATION

THE MISSION OF THE TAHOE RESOURCE CONSERVATION DISTRICT IS TO PROMOTE THE CONSERVATION, STEWARDSHIP AND KNOWLEDGE OF THE LAKE TAHOE REGION'S NATURAL RESOURCES BY PROVIDING LEADERSHIP AND INNOVATIVE ENVIRONMENTAL SERVICES TO ALL STAKEHOLDERS.

General Duties

- Initiate and lead programmatic development and expansion by building partnerships and actively seeking opportunities for appropriate funding.
- Maintain thorough knowledge of current and newly emerging issues affecting natural resources in the Lake Tahoe Basin and Statewide.
- Manage human resources and administrative aspects of the District.
- Maintain, enhance, and foster a strong working relationship with public and private partners.
- Ensure ongoing compliance with applicable statutes and government rules and regulations. Coordinate compliance with legal counsel and auditors as required.
- Keep abreast of all federal, state, and local laws, ordinances, general plans, and policies that affect conservation work within the District.
- Coordinate with the Department of Conservation and the California Association of RCDs to ensure the RCD is achieving goals set forth in the "Planning for the Future" document.
- Supervise and implement promotional and media activities for District programs with partners, within the community, and with the media.
- Provide a visible presence for the District through public interactions with the community and partners.
- Identify obstacles and barriers to conservation programs and projects, and work with the Board and partners to find solutions.

Financial and Administrative Duties

- Ensure that District operations continue in a fiscally-responsible manner and maintain transparency.
- Supervise all operational aspects of the District including oversight and approval of all contractual and legal agreements.
- Oversee the development of budget projections and identify needs and opportunities to ensure adequate funding to maintain existing staff and expand programs where appropriate.
- Oversee financial management and reporting.
- Coordinate with the District's financial and administrative staff in the preparing and monitoring the annual budget, and preparation for independent audits.

Board Relations

- Review and finalize agendas, board materials, and attend all Board Meetings.
- Report regularly to the Board regarding achievement of District objectives and goals and provide updates on current projects relevant to the Board.
- Keep the Board fully informed on the financial and programmatic condition of the organization and all important factors influencing its decisions.
- In coordination with the Board and Tahoe RCD staff, develop and implement a strategic plan and budget for the organization with specific goals, time frames and financial requirements.

Personal Characteristics

- Easy to approach and talk to, is a good listener.
- Relates well to all kinds of people, builds constructive and effective relationships.
- Able to negotiate skillfully in tough situations with both internal and external groups.
- Pursues goals with energy, drive, and a need to finish.
- Uses rigorous logic and methods to solve difficult problems with effective solutions.
- Action-oriented, enjoys working hard, and is full of energy for the things he/she sees as challenging.
- Results-oriented and accountable, frequently exceeds goals.
- Able to deal with sensitive issues and information in a professional and confidential manner.
- Widely trusted and seen as a direct, truthful individual.

Experience and Requirements

- BA/BS, from an accredited institution, in environmental planning, natural resource management, environmental engineering, business or public administration or a related field (Master's Degree preferred).
- A minimum of five years of experience with public agencies or NGOs in a wide range of natural resource programs or initiatives. Experience should include: fund development, grant management, financial and organizational management, human resources, and management and restoration of lands owned by the organization. Management level experience required.
- Knowledge and experience with financial reporting documentation and financial policies and procedures.
- Experience leading an outcome-based organization; ability to develop and implement strategies that will take the RCD to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management, with the ability to manage and develop high-performance teams, set and achieve strategic objectives, and manage complex budgets.
- Ability to work comfortably in a wide range of settings including legislative subcommittees, program development sessions with environmental decision-makers, technical conferences, and meetings with local citizens and landowner groups.
- Strong ability to engage a wide range of stakeholders.
- Excellent writing and public speaking skills, strong verbal communication skills, and excellent interpersonal and multidisciplinary project skills.
- Competency with current computer technologies.
- Demonstrated leadership skills through past achievements.
- A California C Driver's License, a clean driving record, auto insurance, and successful completion of a background check.

[Additional Requirements](#)

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 35 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; strength, dexterity, coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to communicate on a telephone, via email, and in person. Ability to properly prepare for long hours exposed to the elements. The Tahoe RCD office is located at approximately 6,226 feet. Summer temperatures can be over 80 degrees and snow can accumulate throughout the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, and/or odors.

[Salary and Benefits](#)

Salary is commensurate with experience. The current salary range is \$84,689 - \$99,198. A District-wide salary survey has been initiated. The Tahoe RCD's benefits package includes individual employee health benefits (employer covers 75% medical and 100% dental vision, and Employee Assistance Program), discretionary leave time (vacation leave 80 hrs (yrs 1-5), sick leave 80 hrs per year, 240 hr cap) 14 paid holidays, and retirement benefits (PERS).

[Please Note](#)

Housing is not included with this employment opportunity. All positions are contingent upon funding. Incumbent will be required to use personal vehicle for work duties when District vehicle is not available. District will reimburse mileage at the federal rate.

Tahoe RCD is an equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the Tahoe RCD to achieve a drug free workplace. Any applicant will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and a special trust placed in public servants.

[How to Apply](#)

To apply, please submit cover letter, resume, and six work-related references: two supervisors, two direct reports, and two colleagues or peers outside of your current organization (references will not be contacted without prior approval). **Final filing date: 8/9/2017**

Submit applications to:

cribaudo@tahoercd.org.

Subject heading "District Manager Application - INSERT YOUR NAME"

or

Carl Ribaud, Tahoe RCD Board President
Attn: District Manager Application
Tahoe RCD
870 Emerald Bay Road, Suite 108
South Lake Tahoe, CA 96150