



TAHOE

RESOURCE CONSERVATION DISTRICT

CLASSIFICATION DESCRIPTION

Aquatic Invasive Species (AIS) Program Manager

Environmental Scientist III

Salary range - \$54,751.97-\$70,405.65

Summary Description

The Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship and knowledge of the Lake Tahoe Region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Tahoe RCD is seeking a Program Manager to coordinate the District's Watercraft Inspection Program and Aquatic Invasive Species Control Program. The selected candidate will continue to build successful partnerships to achieve conservation goals, implement conservation projects to address natural resource issues, and attain funding to implement such projects. The employee occupying this position is directly responsible to and managed by the Director of Programs. This position is full-time exempt with full benefits, and is considered to be "at will" based on available funding

The Aquatic Invasive Species Program is a well-coordinated, collaborative and successful effort that provides technical assistance to project partners and residents within the Lake Tahoe Basin and Truckee Region. Tahoe RCD and its program partners, including Tahoe Regional Planning Agency, work closely together to fully implement this program on public and private lands. For the past 10 years, Tahoe RCD and our partners have prevented the introduction of new invasive species through our rigorous and nationally recognized Watercraft Inspection Program. Tahoe RCD has been the lead implementer of aquatic plant control projects in the Tahoe region and primary force behind testing new technology to help shape the future of aquatic invasive species control. The incumbent will coordinate and facilitate relationships between various partner agencies, organizations, and funders, and will effectively develop innovative projects to address pressing natural resource issues. This position will play an integral role in grant writing, both by independently developing grant proposals, and by providing grant writing support and guidance to the rest of the team.

Duties and Responsibilities:

Program Management

- Coordinate and implement the Aquatic Invasive Species (AIS) Program
- Provide leadership and overall coordination of the implementation of the Program by developing annual budgets and goals

Program Manager
Aquatic Invasive Species Program

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- Compile reports and other communications as necessary to document Program accomplishments for grants, permits and contracts
- Coordinate the review, development and/or revision, and implementation of procedures and protocols
- Perform regular administrative tasks and supervision of staff, including staff discipline, scheduling, and staff support. Supervise approximately 5 full time positions and approximately 25 seasonal positions
- Assist and direct Prevention Operations Coordinator with hiring, discipline, human resource tasks, scheduling, timesheets and reporting
- Plan and assist with staff trainings
- Oversee AIS Control Program and supervise the AIS Control Coordinator's tasks including obtaining permits, site project management, contractor oversight and reporting
- Oversee Non-motorized Prevention Program (Tahoe Keepers) through assisting with trainings, managing data and reports
- Work with Outreach Specialist to handle publicity including writing press releases, coordinating events, preparing and distributing program outreach materials (brochures, displays, and signs), and implementing program and RCD's outreach strategy and tactics (website management, maintaining social media platforms, and newsletter distribution)

Program Development

- Maintain and develop working relationships and partnerships with agencies and public and private entities for the promotion of the AIS Program
- Write grant proposals to support the Program
- Possess qualities of tact, patience and understanding in order to maintain and foster the long-term relationships necessary for the success of the program coordination process
- Facilitate meetings with staff and partners
- Work with partners as needed to integrate the RCD into relevant conservation efforts
- Represent the RCD as needed at meetings, special events, and public presentations

District Support

- Work with RCD team to identify program priorities based on stakeholder feedback, agency funding priorities, and the RCD's mission
- Perform additional services and other related duties as directed by the Director of Programs or Executive Director
- Assist in development of program performance standards and assure standards are achieved with RCD Management team
- Stay apprised of other conservation efforts, and of political, social and policy issues that may impact the RCD's work

QUALIFICATIONS

Education and Experience:

- 4-year degree in a related field is required, Master's degree is desirable

- 5-8 years of experience with progressive leadership in the field of conservation, or other related field
- Must have at least 5 years demonstrated experience supervising staff and developing and implementing conservation programs, experience with aquatic invasive species management is desired
- Must have at least 3 years demonstrated experience managing project budgets and program budgets
- Demonstrated experience with identifying and securing funding through grants and/or other funding mechanisms
- Computer skills including knowledge of all Microsoft Office applications, web Content Management Systems and database management
- An understanding of Conservation Districts and a familiarity with the Lake Tahoe and Truckee River watersheds and surrounding communities

Abilities:

- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination; applying analytical techniques and interpersonal relationship skills in determining the needs of the agencies and the public
- Skill in facilitating meetings, identifying agency roles and responsibilities and delegating tasks
- Skill in establishing and maintaining work relationships with public and private entities, community leaders and partnering agencies
- Skill in developing public awareness campaigns that identify target audiences, establish methods for reaching them, and demonstrate analytical techniques for evaluating results
- Skill in oral presentation techniques in order to facilitate stakeholder meetings and make presentations to community groups

Working Conditions

Work is performed at a desk (50%), in meetings (30%) and in the field (20%). Office environment has natural and artificial lighting. Position will require flexible work hours when needed (occasional evenings and weekends), with basic work week being Monday-Friday. 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.

Physical 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. Ability to lift and carry up to 20 to 40 lbs and ability to sit (80%), walk (10%) and stand (10%) for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength, dexterity; occasional use of eye and / or ear protective wear; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Benefits

Comprehensive benefits package including, State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare, Social Security and additional deferred retirement plan available. This position receives all El Dorado County holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

To Apply

Send email with 'Program Manager Position-Aquatic Invasive Species Program' in subject line and attach cover letter, resume and 3 references to:

Meg Peart, Human Resources - mpeart@tahoercd.org