



Program Assistant

- Position** Resource Conservationist II – Program Assistant- Lot Inspector/Land Steward
- Location** South Lake Tahoe, California
- Salary** \$15.00 – \$18.00 per hour (depending on experience)
- Duration** May 7 – October 11, 2018 [Actual dates are weather and/or workload dependent]
- Schedule** This is a full-time seasonal position. Start and end dates are contingent upon weather and funding.

Primary Duties

The primary duties of this position are split between inspection of California Tahoe Conservancy (Conservancy) properties and stewardship of the Conservancy's Upper Truckee Marsh (UTM).

Inspection Duties - The selected candidate will assist with routine maintenance and inspection of the Conservancy's 4,700 parcels on the California side of the Lake Tahoe Basin. This includes project identification, resource evaluation, litter and trash abatement, trespass/encroachment verification and resolution, and interaction with land owners.

Stewardship Duties- The selected candidate will promote awareness and stewardship of the Upper Truckee Marsh (UTM), which may include other areas on the Upper Truckee River. This includes educating the public on rules and local ordinances associated with the UTM and assisting with interpretive and educational programs.

Duties and Responsibilities

Lot Inspector

- Evaluate resources on-site including identification of erosion control issues, invasive species, hazardous trees, project monitoring, and general management concerns
- Use GPS tablet devices to document property inspections
- Input/management of field data into the Conservancy's Property Data Management System
- Identify property lines
- Identify and plan maintenance and restoration projects
- Conduct litter abatement
- Communicate with Conservancy neighbors to resolve trespass/encroachments
- Attend routine check-in meetings in an office setting

Land Steward

- Educate marsh visitors. Topics include appropriate use of the property and importance of wildlife protection
- Coordinate with law enforcement as needed to address various UTM user issues
- Ensure property protection and identify property management concerns
- Identify, monitor, and treat invasive species populations
- Monitor usage patterns and onsite natural resources of the UTM
- Assist with outreach events
- Monitor and protect Tahoe Yellow Cress populations

- Perform administrative and office support activities. Duties will include data entry in Microsoft Excel and preparation of weekly reports

Required Qualifications

- Excellent communication skills, desire to interact with and educate the public
- Professional demeanor, demonstrate tact and patience during potentially contentious public interactions
- Ability to work safely and independently in the field for extended periods of time in varying weather conditions and terrain
- Ability to maintain detailed records and manage data
- Ability to self-motivate and maintain a positive attitude when completing repetitive tasks
- Possession of a valid California Driver's License with clean driving record
- Understanding of Tahoe environmental issues and concerns

Desirable Qualifications

- Educational background in natural resources related fields
- Ability to interpret assessor parcel maps, identify property boundaries, and use various boundary identification methods
- Understanding of resource management and ecological restoration methods
- Bilingual in Spanish (verbal and written)
- Experience with tree, native plant, and invasive weed identification
- Knowledge and experience with GPS/GIS technologies
- Knowledge and experience in database management
- Natural resource-related coursework or degree
- Knowledge and familiarity with the Tahoe area

Benefits

Benefits include all Tahoe RCD holidays, paid sick leave, paid vacation time, and retirement benefits if eligible.

How to Apply

Submit a letter explaining your interest and experience in the field of natural resource management/restoration/forestry and your qualifications for this position, along with a current resume and three (3) references to jpajobs@tahoercd.org. Submittal via e-mail is preferred.

Physical Requirements

The position will require manual labor. The position requires the ability to lift up to 35 lbs; ability to sit, walk and stand for intermittent periods of time and on a frequent basis; possession of strength, dexterity, and coordination; ability to climb, bend, stoop, squat, and reach on a frequent basis; and ability to communicate on a telephone, via email, and in person.

Contact

jpajobs@tahoercd.org

Please Note

Housing is not included with this employment opportunity. Length of field season may be modified due to inclement weather, workload demands, and funding. Final candidates will be required to provide a DMV printout.

Final Filing Date

Open until filled



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.