



TAHOE

RESOURCE CONSERVATION DISTRICT

POSITION TITLE: *Restoration Program Manager*
CLASSIFICATION: *Environmental Program Manager*
Salary range - \$62,920 - \$77,250

Position Description

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 recently acquired a 200-acre meadow along the Upper Truckee River in South Lake Tahoe. Tahoe RCD is seeking a Program Manager to coordinate the District's restoration projects specifically for this new property. The incumbent will coordinate and facilitate relationships between various partner agencies, organizations, and funders of the Upper Truckee River Watershed Advisory Group (UTRWAG) and will effectively develop innovative projects to address pressing natural resource issues. The selected candidate will continue to build successful partnerships to achieve conservation goals, implement restoration projects to address natural resource issues, and obtain funding to implement such projects. 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. This position will coordinate and conduct scientific monitoring, oversee the consultants and contractors and work with Tahoe RCD's management team to carryout District goals. 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 "at will" based on available funding and District need.

Tahoe RCD seeks an experienced individual with a background in river restoration, hydrology, botany, geomorphology, ecology, or other environmentally focused field. We are looking for someone with a passion for the environment, who enjoys adaptive management, takes initiative, and likes working as part of a team.

Duties and Responsibilities

Project Management

- Coordinate and manage restoration on public lands where Tahoe RCD owns land or has agency agreements
- Provide support for various projects including planning and creation of studies that answer scientific questions that are relevant to restoration and water quality monitoring projects, design and implement restoration monitoring protocols, literature review, data collection, data analysis, data management, and reporting
- Develop and maintain project plans, schedules, budgets, accounting, invoicing, manage grantor, consultant and partner relationships, and ensure all reporting and deliverables are completed per agreements for a subset of projects
- Provide leadership and overall coordination of projects by developing annual budgets and goals
- Compile reports and other communications as necessary to document project accomplishments for grants, permits, web copy, outreach materials and contracts
- Maintain and develop working relationships and partnerships with agencies and public and private entities for the promotion of Tahoe RCD projects
- Write grant proposals to support Tahoe RCD projects
- Establish optimal performance standards for the project or program while controlling costs and administering budgets

- Negotiate contracts and agreements which can bind the District legally and financially
- Understand possible conflicting demands of land managers and land uses, and with assistance resolve conflicts while maintaining program/project goals
- Manage and provide scientific support for new and existing grant-funded projects directed by the Director of Programs and in coordination with Executive Director
- Possess qualities of tact, patience and understanding in order to maintain and foster the long-term relationships necessary for the success of program coordination

District Support

- Represent Tahoe RCD as needed at meetings, special events, and public presentations
- Work with RCD management team to identify program priorities based on stakeholder feedback, agency funding priorities, and Tahoe RCDs mission
- Work with partners as needed to integrate Tahoe RCD into relevant conservation efforts
- 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 and the Lake Tahoe Basin
- Facilitate meetings with staff and partners
- Perform additional services and other related duties as directed by the Director of Programs or Executive Director

QUALIFICATIONS

Education and Experience:

- 4-year degree in a related field is required, Master's degree is desirable, in natural resources management, conservation, business or another related field of study
- 2-4 years of experience with progressive leadership in the field of conservation, ecosystem restoration, rural land development or another related field
- Proven grant management experience including prospecting for and vetting grant opportunities, preparing applications, and ensuring that awarded grants are tracked to ensure completion of deliverables, reporting, billing and invoicing, in coordination with assigned project managers
- Experience managing and securing state and/or federal grants
- Computer skills including knowledge of all Microsoft Office applications (Word, Excel, etc.)
- Understanding of Conservation Districts and a familiarity with the Lake Tahoe and Truckee River watersheds and surrounding communities
- Experience developing and implementing restoration projects (including planning, monitoring, design, permitting, etc.)
- An understanding of CEQA, NEPA and TRPA environmental document processes
- Expertise in riparian and aquatic ecology and/or hydrology
- Experience with ecological field data collection, GPS/GIS use, data management and data analysis are required
- Possession of a valid California Driver's License

Abilities:

- Effective communication skills necessary to develop and maintain lasting partnerships with government, agency and community representatives, and keep partners informed and engaged
- Expert project management skills including planning, time management, organization, and attention to detail

- Ability to direct 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
- Demonstrates initiative, is conscientious, and provides follow-through on areas of responsibility
- Positive, self-motivated, and quick learner

Working Conditions

Work is performed at a desk (60%), in meetings (30%) and in the field (10%). Office environment has natural and artificial lighting. Exposure to dogs in office environment. Position will require flexible work hours when needed (occasional evenings and weekends), with basic work week being Monday-Friday, 8am-5pm. Incumbent will be required to use personal vehicle for work duties when District vehicles are 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 observed holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

To Apply

Applications accepted until April 30th at 5pm, or until filled. Send email with 'Restoration Program Manager Position' in subject line and attach cover letter, resume and three professional references to:
Meg Peart, Human Resources - mpeart@tahoercd.org

TAHOE RCD IS AN EQUAL OPPORTUNITY EMPLOYER 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.