



# TAHOE

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## RESOURCE CONSERVATION DISTRICT

### **Aquatic Invasive Species (AIS) Public Information Specialist**

*Environmental Technician I*

*Salary range - \$16.00 - \$17.99 Per Hour*

Full time seasonal position from May through September

#### **Summary 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.

The Watercraft Inspection Program (WIP) is a well-coordinated, collaborative and successful aquatic invasive species (AIS) prevention 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 the Tahoe Regional Planning Agency, work closely together to fully implement this program on public and private lands.

As a staff member of the Tahoe RCD and working under the direction of the Watercraft Inspection Program (WIP), the Public Information Specialist will be responsible for addressing questions from the public and coordinating staff efforts within the program on the WIP hotline, documentation, data entry, data analysis and reporting, customer service and interaction with private/public property owners and partners of Tahoe RCD. This position is located in South Lake Tahoe at the Tahoe RCD office. Employment under this position is seasonal and considered to be "at will," dependent upon the needs of Tahoe RCD and the availability of funding to support the position.

#### **Essential Functions**

- Address comments, questions and concerns from the public via phone calls, email, and social media
- Assist the Outreach Specialist to address the public at events and educational opportunities regarding the activities of Tahoe RCD
- Update and maintain websites for Tahoeboatinspections.com, Truckeeboatinspections.com, TahoeKeepers.org, and contribute to others such as Tahoercd.org and TakeCareTahoe.org

#### **Duties and Responsibilities**

- Coordinate delivery of required items for inspection sites, public and private marinas
- Data entry and analysis (non-motorized surveys, database management, call tracking)
- Help develop and maintain materials for staff in the field (e.g. outreach materials, signs, etc.)
- Coordinate and implement protocols when aquatic invasive species are found
- Schedule and coordinate special inspections/decontaminations
- Assist program manager, outreach specialist, prevention coordinator and service technician as needed
- Ensure excellent customer service is provided

### Minimum Qualifications

- **Skills:** Excellent oral communication skills; familiarity with and/or ability to quickly learn about Tahoe RCD programs; ability to manage high intensity and challenging situations effectively; a can-do-attitude is a must.
- **Ability to:** work and maintain motivation with little oversight; communicate effectively with the public; establish and maintain effective working relationships; maintain a professional demeanor and presence.
- **Possess:** initiative; basic computer skills; familiarity with Microsoft Office applications (Word, Excel, PowerPoint) and Google Suite; California or Nevada driver's license and show evidence of a favorable driving record. A DMV printout may be required prior to employment.
- **Subject to:** background check requested by Tahoe RCD.

### Desirable Qualifications

- A passion for natural resources and conservation
- Knowledge of relevant conservation activities within the Tahoe basin
- Ability to multi-task, manage time, and organize ongoing efforts
- Experience public outreach, customer service, and conflict resolution
- Possess an innovative and creative mindset

### Working Conditions

Work is performed at a desk (85%), in meetings (5%) and in the field (10%). Position will require flexible work hours when needed (occasional overtime, evenings, weekends, and holidays).

### 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. 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. Tahoe RCD's 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.

### To Apply

Position open until filled.

Send email with "*Last Name* - WIP Public Information Specialist" in subject line and attach cover letter and resume to:

Chris Kilian, AIS Program Manager

[ckilian@tahoercd.org](mailto:ckilian@tahoercd.org)