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| **Classification Title**  **Senior Environmental Planner (Supervisory)** | **RPA Number**  **2223 17 TAH** |
| **Working Title**  **Tahoe Livable Communities Supervisor** | **Unit**  **Tahoe Livable Communities** |
| **Position Number**  **357-001-4713-010** | **Effective Date** |
| **Name**  **VACANT** | Working Hours  **M-F: 8AM – 5PM** |

**California Tahoe Conservancy**

The mission of the California Tahoe Conservancy (Conservancy) is to lead California’s efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin. Through its Tahoe Livable Communities (TLC) Program, the Conservancy seeks to acquire, sell, lease, or exchange land and development rights to meet State, regional, local area plan, and sustainable community goals.

At the Conservancy, we know the importance of building an organization that is as diverse as the communities we serve. We believe in maintaining a workplace where employees from a variety of backgrounds, cultures, and lived experiences can thrive. Working together, our team is positioned to better improve the lives of all Californians.

**General Statement**

The Conservancy launched the TLC Program in 2014 to focus Conservancy’s land acquisition, transfers, and development rights programs to help reduce greenhouse gas emissions, restore environmentally sensitive land, and revitalize the Lake Tahoe Basin’s urbanized areas. The goals of the TLC program are to: 1) Acquire aging developed properties, restore the environmentally sensitive lands, and retire or transfer the development rights to town centers; 2) Sell, lease, or exchange vacant Conservancy land in town centers to support housing, multi-modal transportation, and economic development; and 3) Acquire the remaining private properties in several of Lake Tahoe’s roadless subdivisions to remove the threat of development.

The TLC Supervisor works under the direction of the Conservancy Director of Lands to oversee and manage the TLC Program. The incumbent:

* Supervises and directs the work of staff engaged in land acquisitions, exchanges, sales, and land banking of development rights;
* Collaborates with both internal and external stakeholders on Conservancy land and development rights policies and strategies to achieve equitable and resilient communities and landscapes.
* Provides leadership in integrating Conservancy program priorities with various State and regional agencies to achieve sustainable communities and climate resiliency goals.

**Essential Functions**

**30% Conservancy Supervision (E):**

The incumbent:

* Evaluates the work of Conservancy staff to ensure that it meets quality, quantity, and timeliness standards;
* Leads and motivates Conservancy staff to maximum productivity to accomplish program objectives and assists with resolving disagreements;
* Creates an annual operational plan to achieve TLC goals and objectives consistent with the Conservancy Strategic Plan; and
* Evaluates the effectiveness of ongoing TLC policies and procedures and attainment of Conservancy Strategic Plan Goals.

**30% TLC Program Management (E):**

The incumbent :

* Provides guidance on the strategic uses of TLC asset lands, development rights, and acquisition funding to achieve local, regional, and statewide planning goals;
* Prepares and reviews appropriate California Environmental Quality Act documentation for land bank transactions and Board approval;
* Coordinates TLC program activities with grantees and contractors, governmental agencies, citizen groups, and other interested or affected entities;
* Develops partnerships with builders, developers, housing advocates, and disadvantaged community groups to inform TLC program development;
* Assesses needs, opportunities, and innovative solutions to direct land bank development rights in a manner that achieves statewide and regional planning priorities;
* Provides direction to staff on the potential sale, transfer, or exchange of asset land parcels over the next five to ten years.

**25% Natural Resource, Land Management and TLC Interdisciplinary Coordination (E):**

The incumbent:

* Leads the research, development, and writing of grant applications for land acquisitions that meet Natural Resource, Land Management and TLC Department goals;
* Builds collaborative staff partnerships advancing the Lake Tahoe Climate Resilience Action Strategy;
* Participate in and lead multidisciplinary teams for complex projects involving transfer of land ownership or land interests;
* Lead investigation of potential property acquisitions including site visits to evaluate natural resources, conservation values, species inventories, land use practices, property boundaries, and encroachments;
* Assists Conservancy departments in navigating challenging aspects of land ownership, including easements, deed restrictions, boundary line adjustments, and other issues;
* Builds collaborative partnerships to advance Conservancy goals, including negotiating Memorandum of Understanding’s, Joint Power Authorities, or other agreements with districts, agencies, local governments, and non-profits.

**15% Statewide and Regional Representation (E):**

The incumbent:

* Represents the Conservancy in key Lake Tahoe and statewide forums and with various public and private stakeholders as a statewide subject matter expert on Conservancy land and sustainable community issues;
* Evaluates and recommends opportunities for statewide cross-agency collaboration with the Strategic Growth Council, Department of General Services, Wildlife Conservation Board, and other state agencies;
* Coordinates TLC work program in support of regional and local area plan goals which incentivize compact environmental redevelopment in pursuit of threshold attainment;
* Prepares materials to communicate and respond to the California Natural Resources Agency, State of California legislative staff, and other governing bodies concerning recommended policy changes affecting state lands and sustainable communities;
* Tracks and prepares Conservancy response to proposed regional and area plan code changes affecting Conservancy lands and development rights;
* Make technical presentations to the Conservancy Board, management, and stakeholders (with various levels of understanding) to promote Conservancy lands, land bank, and statewide sustainable communities strategies leading to reductions in greenhouse gas emissions.

**Supervision Received:**

The incumbent reports directly to and receive the majority of assignments from the Conservancy Director of Lands; however, direction and assignments may also come from the Deputy Director and Executive Director. The position requires regular cross-divisional priority setting and coordination of department-specific operational plans. The duty station is at the Conservancy’s office in South Lake Tahoe. The position requires some Basin and occasional Sacramento travel.

**Supervision Exercised:**

The incumbent supervises the following Conservancy personnel:

* Staff Services Manager I (Specialist) – Land transfer and real estate project manager
* Public Land Management Specialist III – Land bank and real estate project specialist
* Environmental Planner – Land Bank

**Required Skills:**

**Knowledge of**: Negotiation techniques and strategies involved in the sale, lease, exchange, acquisition, or other disposition of real property and real property interests; principles of public administration, organization, and management; and state, federal, and bi-state environmental statutes, regulations, policies, and concepts.

**Ability to**: Communicate effectively both verbally and in writing; analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions; develop effective solutions; elevate issues and recommendations, as necessary, to senior management; understand and apply the laws, policies, rules, and regulations relating to the land and resource management activities of the California Tahoe Conservancy; analyze a wide variety of situations and recommend appropriate courses of action; negotiate successfully land and resource management activities; work with public officials, non-profit organizations, and the private sector to facilitate implementation of programs and policies in a collaborative and consensus-building manner.

**Desirable Qualifications:** Candidate has:

* Ability to work in a team-oriented environment and have strong interpersonal skills;
* Capacity to understand the political dynamics in the Lake Tahoe Basin at the federal, State, and local levels;
* Ability to independently use tact or assertiveness as appropriate to effectively represent the State’s interest;
* Understanding of the policies and procedures associated with development rights and commodities as defined by the Lake Tahoe Regional Plan
* Passion for work that promotes sustainable communities and racial equity;
* Experience working in and with under-resourced communities, immigrant communities and low-income communities and/or communities of color;
* Proven commitment to serving diverse communities; and
* An ability to create and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**Attendance:**

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy’s sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

**Other Information:**

Conservancy staff are currently working remotely due to the COVID-19 pandemic. The physical work location of this position is designated at the Conservancy’s office at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. This position may require, however, remote work for a portion of the work week going forward consistent with any Conservancy guidelines and post-pandemic building changes. Travel is required to attend meetings, training and project sites.

This position requires prolonged sitting, use of telephone, personal computer and copier. Must work well under pressure, meeting multiple and sometimes conflicting deadlines.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Duties of this position are subject to change and may be revised as needed or required.

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| **Employee Signature** | **Employee Printed Name** | **Date** |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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| **Supervisor Signature** | **Supervisor Printed Name**  **Kevin Prior** | **Date** |