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| **Classification Title****Senior Environmental Planner (Supervisor)** | **RPA Number****2223 015 TAH** |
| **Working Title****Recreation and Public Access Supervisor** | **Unit****Recreation and Public Access**  |
| **Position Number** **357-001-4713-003** | **Effective Date** |
| **Name****Vacant** | Working Hours**M-F 8:00-5:00**  |

The California Tahoe Conservancy (Conservancy) is a state agency, established in 1985, with a mission to lead California’s efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin (Basin). California’s ten state conservancies play an integral role in conserving, protecting, and restoring natural resources and providing public recreational opportunities. Together, the conservancies comprise a coordinated approach, bringing government resources to designated regions of State and national significance.

The Conservancy owns and manages nearly 4,700 parcels of land, totaling around 6,500 acres, for the purpose of protecting the natural environment and promoting public recreation and access to Lake Tahoe. The Conservancy ownership includes 15 properties with recreational amenities, including nine popular beaches that provide public access to Lake Tahoe, and shared use trails making Tahoe communities more walkable and bikeable. In addition, the Conservancy supports Basin partners through grants, use agreements, and partnerships in their efforts to expand recreational access at Tahoe.

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**

Under the direction of the Director of the Land Division, the incumbent shall develop partnerships to advance the Basin’s and State’s recreation and access goals and implement the State’s outdoors for all initiatives. The Recreation and Public Access Program facilitates multi-benefit restoration and recreation projects, expands equitable access, and prepares the Basin’s recreation infrastructure for climate change and increasing visitation. The incumbent shall possess a technical background in environmental or urban planning, public administration, natural resources, recreation, or an outdoor resource-related field and possess leadership skills to guide coordinated efforts. In addition, the incumbent utilizes matrix-management principles and works closely with the Tahoe Livable Communities Supervisor to ensure integration with sustainable communities’ principles; with the Land Management Program Supervisor to ensure integration with the Conservancy’s public land management program; and the Natural Resources Division to support efforts that enhance biodiversity and climate resiliency.

**Job Functions**

[Essential (E) / Marginal (M) Functions]:

**30% Recreation and Public Access Program Management (E)**

* Evaluates the effectiveness of ongoing recreation and public access policies and procedures and attainment of Conservancy Strategic Plan goals.
* Provides leadership and integrates statewide priorities for recreation and public access land use, permitting, and environmental documentation (CEQA/NEPA) into Conservancy planning efforts;
* Develops partnerships and attends meetings with user groups, land managers, recreation providers, permitting agencies, and disadvantaged community groups to inform Recreation and Public Access Program work;
* Assesses needs, opportunities, and innovative solutions for Conservancy lands and directs funding in a manner that achieves statewide and regional recreational and public access planning priorities;
* Coordinates program and project activities with grantees and contractors, governmental agencies, citizen groups, and other interested or affected entities;
* Leads the research, development, and writing of grant applications for Conservancy Recreation and Public Access Program goals;
* Leads the evaluation of grant application requests and makes recommendations to senior leadership and the Board.
* Coordinates the collection and analyzes environmental impact, recreational trends and other data related to access and public land use;
* Identifies Conservancy budget needs to support Recreation and Access Program goals; and
* Supports agency tracking, monitoring, reporting and communications requests regarding Recreation and Access Program deliverables and accomplishments.

**25% Interdisciplinary Coordination and Project Management (E)**

* Directs public access and recreation planning and/or implementation projects performed by staff and consultants;
* Leads consultation and negotiations with public and local, state and federal agency stakeholders on contentious or difficult outdoor conservation and recreational problems;
* Reviews and prepares written plans, reports, staff recommendations and priorities consistent with guidelines, program objectives, and Board goals and directives;
* Oversees the administration of individual or multiple recreational and public access use agreements;
* Tracks regional and area plans, and prepares formal responses to draft regional area plans;
* Coordinates with other Conservancy programs and goals to ensure that recreation and public access projects achieve multi-benefits;
* Assesses the feasibility of designs for recreation or public access projects and efforts; and
* Provides briefings and recommendations to Conservancy leadership to seek guidance and/or approvals for Recreation and Access Program policies and issues.

**25% Conservancy Supervision (E):**

* Leads and motivates Conservancy staff to maximum productivity to accomplish program objectives and assists with resolving disagreements;
* Directs and evaluate the work of Conservancy staff to ensure that it meets quality, quantity, and timeliness standards;
* Manages overall department budget and ensures staff are accountable for individual project budgets;
* Supervises employees in remote and hybrid work environments ensuring adherence to remote work agreements and fostering a collaborative team environment;
* Creates an annual operational plan to achieve recreation and public access goals and objectives consistent with the Conservancy Strategic Plan; and
* Identifies and monitors training opportunities and requirements for staff.

**20% Statewide and Regional Representation (E):**

* 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 recreation and public access issues;
* Coordinates with California Natural Resources Agency and regional jurisdictions on statewide priorities including Pathways to 30x30, biodiversity, climate resilience, and Access for All;
* Evaluates and recommends opportunities for statewide cross-agency collaboration with the Department of Parks and Recreation, Department of General Services, Conservancies, and other state agencies;
* Prepares materials to communicate and respond to the California Natural Resources Agency, State of California legislative staff, and other governing bodies concerning progress against state goals and budget appropriations; and
* Makes technical presentations to the Conservancy Board, management, and stakeholders to promote statewide and regional recreation and public access initiatives.

**Supervision Received:**

The incumbent reports directly to and receives most assignments from the Conservancy Director of Land; however, assignments may also come from the Deputy Director and Executive Director. The position requires regular cross-divisional coordination and priority setting of department-specific operational plans. The position is located at the Conservancy’s office in South Lake Tahoe. The position requires travel throughout the Basin and occasionally Sacramento.

**Supervision Exercised:**

This is a supervisory position within the Environmental Planner series. Incumbent is responsible for overseeing staff and also specific projects and program functions.

**Required Skills:**

The incumbent requires the following abilities:

1. Cooperate with and lead sensitive negotiations with private individuals and local, state and federal agencies to solve outdoor conservation and recreation problems, and to achieve the goals of the Conservancy;
2. Analyze and collect outdoor recreation data from a variety of sources to identify recreational trends;
3. Foster and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
4. Communicate clearly, concisely, and accurately – in both written and verbal forms;
5. Reason logically and creatively to resolve problems, and express this reasoning clearly;
6. Manage complex projects, including staffing, workload planning, timing, and budgeting;
7. Supervise staff based on a combination of thorough understanding of agency policy, emotional intelligence, and interest-based negotiation;
8. Equitably and amicably resolve disagreements and disputes among staff, and conversely build trust and high-performance teams;
9. Mentor staff, including knowledge transfer, skills transfer, coaching, and career development.

**Desirable Qualifications:**

The incumbent has the following abilities:

1. Passion for work that promotes recreational and public access for all; and
2. Experience working in and with under-resourced communities, immigrant communities and low-income communities and/or communities of color.

**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. This position iseligible for part-time telework of up to 3 days a week, on average, subject to Government Code 14200 for eligible applicants residing in California. The Conservancy reserves the discretion to determine what positions are eligible to participate in the telework program and must ensure compliance with all applicable Conservancy policies, procedures and guidelines.

**Other Information:**

The duties of this position are primarily performed inside. This position requires prolonged sitting, use of the telephone, personal computer, and hybrid meeting platforms. The Conservancy office is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings, training, and project sites.

**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** | **Date** |