



## DUTY STATEMENT

<b>Classification Title</b> <b>Environmental Program Manager I (Supervisory)</b>	<b>RPA Number</b> <b>11415</b>
<b>Working Title</b> <b>Natural Resources Division Director</b>	<b>Unit</b> <b>Natural Resources</b>
<b>Position Number</b> <b>357-001-0756-001</b>	<b>Effective Date</b>
<b>Name</b>	<b>Working Hours</b> <b>M-F 8:00-5:00</b>

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. At the Conservancy, we value an organization that is as diverse as the communities we serve. We believe in maintaining an inclusive, safe, and secure work environment, free from discrimination, that values diverse cultures, perspectives, and experiences. We foster close relationships built within our agency and with our Basin partners through collaboration, cohesion, communication, and mentorship. Working in the Basin together, Conservancy employees work to serve all members of the public equitably, collaborate with underserved communities and tribal governments, and work toward improving outcomes for Basin residents, visitors, and all Californians.

### General Statement

The Director of the Natural Resources Division is at the third organizational level and reports to the Deputy Director (Environmental Program Manager II (Managerial)). The incumbent is part of the executive management team, and helps to guide agency policy, strategic direction, program development, management, and budgeting. The incumbent plans, organizes, and directs sensitive and complex environmental programs of major importance to the Conservancy, and has significant responsibility for formulating and administering policies, programs, and budgets. The incumbent leads a broad range of interagency initiatives throughout the Basin, which includes interaction with managers and executives of Tribal, state, federal, and local government organizations and non-governmental stakeholder groups, and with State control agencies. The incumbent also plays a major role in supporting Conservancy activities in Sacramento, including interaction with senior administration officials and legislative representatives. The incumbent sets the priorities and strategic direction for the Natural Resources programs and supervises several first-line supervisors. The incumbent plays a leading role in internal coordination and integration across programs and works week-to-week with the Directors of Land and Administration, as well as General Counsel. The incumbent leads the development of system improvements that involve multiple programs.

### Job Functions

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

#### 35% Program Advisor (E)

In coordination with the executive team, oversees the development, implementation, and tracking of the Conservancy's strategic plan, including annual operational plans, and provides direct oversight of Natural Resources programs to ensure compliance with statutory requirements and strategic plan objectives. This includes leading annual operational plan development and agency performance reporting, as well as supporting supervisors in developing program visions.

Functions as an advisor to the executive team and completes special projects and reports on a broad variety of Conservancy programs and issues. This includes working with senior managers to develop guidelines (e.g., program, grant) and guidance (e.g., agreements, monitoring) for all staff.



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Represents the Executive Director and Conservancy Board before legislative and administrative hearings, and participates in a broad variety of speaking engagements and at professional meetings and conferences.

Coordinates program activities, internally and externally (generally at the program manager, department director, executive or governing board level) with grantees and contractors, other governmental agencies, citizen groups, and other interested or affected entities.

Attend community-based organization meetings to share and elicit project/program information. Organize and/or attend field meetings with community-based organizations, the Washoe Tribe of Nevada and California, and members of the public to provide an overview of Conservancy projects and receive input from these organizations on the scope of the projects, desired involvement, further information needed, etcetera.

Makes presentations to the Conservancy Board.

Handles press/media inquiries and other sensitive contacts in person or in writing.

### **30% Natural Resource Management (E)**

Leads various program and interagency initiatives in the Lake Tahoe Basin related to implementation of the Lake Tahoe Environmental Improvement Program (EIP). The EIP covers a broad range of environmental thresholds and issue areas including forest health, watershed restoration, aquatic invasive species, storm water, recreation, climate adaptation, air and scenic quality, and noise. Organizes and facilitates interagency teams, interacting with a wide range of stakeholders, oversees Conservancy staff involvement, and coordinates federal, state, and local investments in EIP programs and projects. Serves as the Conservancy's representative on the EIP Coordinating Committee.

Tracks statewide directives and policy related to natural resource management, climate change adaptation, greenhouse gas reduction, regional conservation, ecosystem services, tribal co-management, etc. to help inform Conservancy programs and projects.

Uses the theory and practice of environmental policy and management to develop and evaluate environmental strategies and policies.

Ensures compliance with the requirements of the California Environmental Quality Act (CEQA), as identified in the State CEQA guidelines (14 CCR, 15000 et seq.), including completion of an environmental review and applicable environmental documents.

Uses specific individual areas of knowledge, background, and experience to provide a high level of expertise and guidance to supervisors and staff in the development and analysis of programs and projects. Assists supervisors with particularly difficult or complex problems; and personally handles the most difficult, complex or sensitive assignments, e.g., projects or assignments involving:

- larger size or scope, such as in terms of project area, cost, or disciplines involved;
- higher visibility, such as through a high level of public interest or involvement; and
- higher sensitivity, such as by the presence of difficult regulatory issues or a need to coordinate with a number of partners.

### **30% Supervision and Organizational Development (E)**

Plans, organizes, and directs the activities of the Natural Resources professional and technical staff including: 1) assigns and tracks workloads of direct reports; 2) guides staff on assignments, as needed, 3) provides second line management review of documents; 4) leads a management team to guide the workload, budget, and strategic direction of the Natural



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Resources Division, and to develop recommendations for policies, procedures, and budgets to the executive team, and to co-develop with the Director of Administration and the Budget Officer the necessary materials for respective programs (e.g., all aspects of budget change proposals, annual capital outlay planning, five-year capital outlay planning, annual work programming, potential grant tracking); and 5) performs all other second line supervisory duties such as performance evaluations, staff development, recruiting, hiring, etc.

Meet regularly in person with internal project and program teams, including weekly/bi-weekly/monthly team meetings to build camaraderie, improve collaboration across teams and Divisions, and improve communication among team members.

### 5% Equity (M)

Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

### Supervision Received

The incumbent reports directly to and receives the majority of assignments from the Deputy Director; direction and assignments may also come from the Executive Director.

### Supervision Exercised

This is supervisory position within the Environmental Scientist series. Incumbent is responsible for overseeing first line supervisors and staff and also specific projects and program functions.

### Required Skills

The incumbent requires computer skills (Word and Excel); writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in effectively building and maintaining internal and external relationships; willingness and ability to attend Conservancy trainings, internal and external meetings, and required events; willingness and ability accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

The incumbent requires the following abilities:

1. Foster and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
2. Work independently yet determine when to seek guidance, feedback, and help with prioritizing tasks;
3. Demonstrate sound judgement in identifying issues and risks;
4. Manage complex projects, including staffing, workload planning, timing, and budgeting;
5. Supervise staff based on a combination of thorough understanding of agency policy, emotional intelligence, and interest-based negotiation;
6. Equitably and amicably resolve disagreements and disputes among staff, and conversely build trust and high-performance teams;
7. Design and facilitate processes that engage diverse communities and stakeholders;
8. Track scientific developments and debates;
9. Mentor staff, including knowledge transfer, skills transfer, coaching, and career development.

### Attendance

The Conservancy generally operates Monday through Friday, 8am to 5pm. Alternate work schedules and partial remote work may be available and determined on an individual request basis. Candidate must be able and available to work at



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the Conservancy offices in South Lake Tahoe, California. Incumbent must maintain regular and acceptable attendance at such level as is determined at the Conservancy’s sole discretion. Incumbent must be regularly available and willing to work the hours, days, and location the Conservancy determines are necessary or desirable to meet its business needs.

## Other Information

The duties of this position are performed inside. This position requires prolonged sitting, use of the telephone, personal computer, copier, and may require long periods of traveling by car. 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 internal and external meetings, training, and project sites. This position is eligible for telework, subject to State and Conservancy law and guidelines governing telework.

**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.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>
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