

State of California  
**SALTON SEA  
CONSERVANCY**

## Duty Statement

<b>Organization</b>	<b>Name</b>
Salton Sea Conservancy	
<b>Position Number</b>	<b>Effective Date</b>
529-001-2946-XXX	
<b>Classification Title</b>	<b>Working Title</b>
Executive Officer, Salton Sea Conservancy	Executive Officer
<b>CBID</b>	<b>Supervisor</b>
E99	

### **Position Description**

Under the policy direction of the Salton Sea Conservancy Board and with administrative oversight from the California Natural Resources Agency, the Executive Officer (EO) serves as the chief executive responsible for directing, coordinating, and executing all activities and strategic objectives of the Salton Sea Conservancy. The EO provides leadership in operations and maintenance for completed restoration projects built by the State's Salton Sea Management Program, stakeholder engagement, interagency collaboration, project implementation, and financial oversight to ensure the ecological restoration and environmental health of the Salton Sea region in alignment with California Senate Bill 583.

### **Position Category**

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

### **Essential Functions\***

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

### **40%**

Plan, organize, and direct the technical and managerial activities of the Salton Sea Conservancy staff, including direct supervision of the Section Managers of the Office Administration and the Restoration Project Operations and Maintenance Sections. Provide a high level of administrative review to ensure program activities conform to

Board policy, administrative procedures, technical criteria and legislative intent. Set clear organizational goals, performance expectations, and metrics for technical and administrative staff; motivate staff to perform at a high level and use their skills effectively; organize and foster strong interdisciplinary teams; promote diversity of perspectives by creating a safe space for feedback in the workplace; encourage innovation and initiative; and plan for effective succession within staff leadership. In managing these programs, the Executive Officer is authorized to make independent judgments and decisions that can result in multimillion-dollar costs for public and private entities. Leads the strategic implementation of Salton Sea restoration plans pursuant to SB 583, ensuring alignment with state policy, scientific recommendations, and community needs. Coordinates with legal counsel to ensure compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and permitting requirements.

**20%**

Formulate policies and procedures with respect to staff activities for recommendation to the Board members. Provide the Board Members with technical guidance needed to approve recommended policy changes. Prepare and/or oversee the preparation of Board policy documents that will be used by the Board in deciding program issues. Provide policy guidance to staff and ensure policy is implemented and applied consistently. Oversee programmatic operations including budget management, legislative reporting, and contracting for environmental and engineering services. Coordinate restoration activities with the Salton Sea Management Program and coordinate the transfer of responsibilities to operations and maintenance of completed restoration projects at the Salton Sea.

**15%**

Represent the Salton Sea Conservancy before other boards, agencies, and groups. Make presentations before the Salton Sea Conservancy Board concerning the region's activities. Plan for and participates in external meetings or workshops as requested or needed, such as local and state public meetings, task force meetings, community/stakeholder meetings, and other outreach activities. Participate in policy development meetings with other Regional Board and State Board management. Represents the Conservancy at public hearings, interagency meetings, and with Tribal governments, ensuring inclusive governance and transparency.

**15%**

Engages with philanthropic and federal funding sources to leverage additional financial support. Oversee the awarding of funding or grants for projects that benefit the Salton Sea region and align with Salton Sea Conservancy goals and responsibilities.

**5%**

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

**\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.**

**Marginal Functions**

**5%** Perform other job-related duties as necessary for operational continuity.

**Desirable Qualifications**

- Executive-level experience in environmental policy and program implementation.
- Demonstrated success in managing multidisciplinary teams and public sector programs.
- Experience in public agency board advisement and governance.
- Proven track record in high-profile stakeholder engagement and Tribal consultation.
- Knowledge of CEQA, NEPA, and State/Federal permitting processes.
- Expertise in land and water rights acquisition, project finance, and environmental restoration.

**Employee/Supervisor Statement**

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation.*

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_