



DUTY STATEMENT

CTC 613 (rev 9/2016)

Classification Title Senior Environmental Scientist (Supervisory)	RPA Number 11415
Working Title Watershed Program Supervisor	Unit Watershed
Position Number 357-001-0764-003	Effective Date
Name	Working Hours M-F 8:00AM-5:00PM

California Tahoe Conservancy Mission Statement

The mission of the California Tahoe 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

Under the direction of the Director of Natural Resources, the incumbent oversees a program that improves the Basin's watersheds and water quality. The incumbent supervises, directs, and supports the work of professional and technical staff that manage projects, grants, and program efforts. The incumbent works closely with the Recreation and Access, Community Forestry, Tahoe Livable Communities, and Land Management Program Supervisors, to support multiple benefit projects and efforts that enhance biodiversity, water quality, climate resilience, and access for all.

Job Functions

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

35% Supervision (E)

Plans, organizes, and directs professional and technical staff that plan, support, and implement multiple benefit watershed restoration and water quality improvement projects, and integrates this work with Conservancy operations. In all of the above, the incumbent:

- Assigns, tracks, and helps to prioritize workloads of direct reports;
- Guides staff on their assignments, including learning and implementing best practices, developing judgment, spotting and elevating issues, and increasing autonomy;
- Reviews and provides detailed feedback to staff on draft documents;
- Helps to coordinate with lands and natural resources staff to review agency environmental and other documents, and scientific literature;
- Performs first-line supervisory duties, including but not limited to performance evaluations, staff development, recruiting, and hiring;
- Meets regularly in person with internal project and program teams, including monthly team meetings to build camaraderie, improve collaboration across teams and Divisions, and improve communication among team members.

20% Project Development and Implementation (E)

- Provides leadership, support, and direction to staff as they develop and implement agency direct projects;



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- Determines opportunities for the Conservancy to support and apply science and monitoring to projects and oversee the development of appropriate pre and post project monitoring, adaptive management, and science applications;
- Leads in-person project tours for Conservancy staff, partners, board members, government officials, and legislators.
- Identifies and pursues project funding opportunities from Federal, State, and other sources;
- Supports and guides staff on Conservancy grants for watershed and ecosystem restoration, water quality improvement, and monitoring projects on others' lands;
- Reviews, assists, and directs staff in the preparation of project environmental documents and other project documents and plans;
- Attends site visits, including in-person meetings with grantees, and provides onsite technical assistance
- Directs the preparation of and reviews staff recommendations to ensure they are consistent with program objectives and prior board actions;
- Supports staff in their review and preparation of property acquisition documents and appraisals necessary for project implementation;
- Reviews and/or develop press releases, website profiles, and other project information for the public, local businesses and community leaders;
- Participates in interviews and other engagements with members of the press;
- Conducts or attends in-person site visits, as required, for purposes such as evaluating properties for potential project feasibility, future acquisitions, or land management planning. This may include performing on-the-ground assessments of environmental conditions, identifying site-specific opportunities and constraints, verifying property boundaries, and documenting findings with detailed field notes and photographs. Collaborate with partners, such as property owners, agency representatives, and consultants, to gather pertinent information and ensure alignment with Conservancy goals and regulatory requirements;
- Attends community-based organization meetings to share and elicit project/program information. Organizes and/or attends 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;

20% Program Management (E)

- Serves as agency restoration and water quality lead by coordinating closely with watershed and ecosystem restoration, water quality and monitoring staff to review scientific literature, peer review of agency projects and documents, etc.;
- Stays abreast of technical information and science studies related to restoration, water quality, and monitoring;
- Develops relationships with other State, federal, and local agencies, scientists, and non-profits involved in watershed and ecosystem restoration, water quality and monitoring at Lake Tahoe to maintain a broader regional and statewide context;
- Tracks, supports staff, and participates on select statewide interagency groups related to restoration, meadow carbon sequestration, water quality, etc. to keep abreast of statewide policy.
- Tracks California and Federal legislation related to Conservancy programs and budget as well as statewide watershed and ecosystem restoration, water quality, and carbon sequestration in meadows.
- Leads or participates in Lake Tahoe Environmental Improvement Program Working Groups, including the Tahoe Watershed Improvement Group, to address and incorporate state and regional priorities into Basin watershed work.
- Oversees and coordinates Conservancy's participation in the Upper Truckee River Watershed Advisory Group.



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- Leads or supports the development of grant and program guidelines for watershed and ecosystem restoration, water quality, and monitoring, as necessary.
- Interacts with multi-disciplinary scientific teams including geologists, geomorphologists, hydrologists, geophysicists, botanists, and engineers, as well as city planners. This involves both remote meetings and in-person site visits and project tours;
- Leads the production and management of the Conservancy Grant Management Handbook.
- Provides direction on program needs and goals for agency database and financial control systems.
- Maintains high-level contacts of a sensitive nature and be responsible for dealing with difficult and sensitive responses to the public and interagency contacts.
- Presents at and/or attends in person Conservancy Board meetings and at partner meetings both inside and external to the Basin. An example of this is presenting in person to external executive groups such as the Tahoe Interagency Executive Steering Committee.

20% Organizational Development (E)

Participates on a standing management team to guide the workload, budget, and strategic direction of the Conservancy's overall watershed restoration, landscape resilience, climate and biodiversity, forestry, land management, land acquisition and banking, and recreation and public access programs. Develops recommendations for corresponding policies, procedures, program development, staffing, and budgets for Senior Staff. Provides information and support to senior leadership in responding to statewide data calls, budget development and tracking drills, legislative information requests, and forest management issue resolution.

5% Equity (M)

Participates in professional development trainings, as well as tasks 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 Director of the Natural Resources Division; direction and assignments may also come from the Deputy Director and Executive Director.

Supervision Exercised

This is a supervisory position within the Environmental Scientist series. Incumbent is responsible for overseeing staff and 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 to accept responsibility and meet deadlines; ability to manage multiple projects with multiple time frames; ability to foster and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences; determine when to seek guidance, feedback, and help with prioritizing tasks; demonstrate sound judgement in identifying issues and risks; manage staffing, workload planning, timing, and budgeting; supervise staff based on a combination of thorough understanding of agency policy, emotional intelligence, and interest-based negotiation; equitably and amicably resolve disagreements and disputes among staff, and conversely build trust and high-performance teams; and mentor staff, including knowledge transfer, skills transfer, coaching, and career development.

Attendance



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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 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.

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.

Supervisor Signature	Supervisor Printed Name	Date