Duty Statement

Organization	Name
Salton Sea Conservancy	
Position Number	**Effective Date**
529-001-4800-001	11.20.2026
Classification Title	**Working Title**
Supervisor I	Administrative & Public Relations Manager
CBID	**Supervisor**
S01	Executive Officer

Position Description

The Supervisor I reports to the Executive Officer of the Salton Sea Conservancy (SSC) and provides working level supervisory support for the Conservancy's administrative and outreach activities. The Supervisor I may supervise up to two staff performing analytical, clerical, or administrative work involving budgeting, personnel, contracts, procurement, public outreach, and strategic communications. This position is essential to implementing the Conservancy's mission to manage, maintain, and operate restoration projects as authorized by the Salton Sea Program (SSP) and in compliance with State Water Resources Control Board Order WR 2017-0134

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.

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 equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

***30% - Administrative Program Oversight**

- Supervise staff performing analytical work in the areas of personnel, procurement, and facilities.
- Implement and monitorinternal policies, procedures, and practices.
- Collaborate with CNRA leadership and internal stakeholders to ensure administrative alignment with Conservancy mandates.

- Evaluate staff performance, manage workloads, and conduct performance appraisals.

***25% - Budget and Fiscal Management**

- Monitor program expenditures and assist with budget tracking. Compile data and drafts for fiscal documents such as budget change proposals and finance letters under direction of management.
- Ensure compliance with state fiscal policies and reporting standards.
- Monitor expenditures and allotments and assist in securing necessary resources.

***20% - Public Engagement and Communications**

- Support outreach activities by preparing materials and providing logistical coordination .
- Facilitate communication with stakeholders, tribal governments, community members, and the media.
- Participate in community meetings. Manage the production and dissemination of educational and informational materials.

***10% - Contract and Grant Administration**

- Oversee the preparation and administration of service agreements, contracts, and procurement documents.
- Ensure compliance with all applicable state contracting rules and guidelines.
- Collaborate with legal and technical teams to support program execution.

***10% - Governance and Board Support**

- Assist with preparing Board materials, maintaining records, coordinating logistics, and providing clerical support to the Executive Officer for meetings of the 22-member Conservancy Board.
- Assist with the development and distribution of meeting agendas, materials, and follow-up communications.
- Provide administrative support to the Executive Officer and Governing Board.

Marginal Functions

***5% - Other Duties as Assigned**

- Participate in staff development, training, and Conservancy-wide initiatives.
- Assist with emergency response coordination and special projects.

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 reasonable accommodation.

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: _____