



DUTY STATEMENT

CTC 613 (REV 9/2016)

Classification Title Staff Services Manager II	RPA Number 1920 004 TAH
Working Title Tahoe Strategic Growth Program Manager	Unit Tahoe Livable Communities
Position Number 357-001-4801-002	Effective Date
Name VACANT	Working Hours M-F: 8AM – 5PM

California Tahoe Conservancy

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. Through its Tahoe Livable Communities (TLC) Program, the Conservancy seeks to acquire, sell, lease, or exchange land and development rights to meet State, regional, and local affordable housing and sustainable community goals.

Strategic Growth Council

The mission of the Strategic Growth Council (SGC) is to coordinate and work collaboratively with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. The SGC was established to provide technical assistance and capacity building and administers a suite of grant programs funded through the California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions while providing a variety of other impactful benefits particularly in disadvantaged communities.

General Statement

The Tahoe Strategic Growth Program Manager works under the direction of the Conservancy Chief of Administration for the TLC Program, and in coordination with the SGC Executive Director. The incumbent will:

- Coordinate and integrate State agency investments in the Lake Tahoe basin to meet Conservancy and statewide, regional, and area plan goals, with a particular focus on sustainable communities and climate change adaptation.
- Inform SGC programs and initiatives of locally driven opportunities and challenges in the development of sustainable communities, particularly in rural communities.
- Building upon statewide experience and best practices in integrated affordable housing, sustainable transportation, and climate resilient communities the incumbent will lead the TLC policy and program development and inform related SGC programs and initiatives.
- Provide policy-level coordination and guidance for affordable housing, sustainable transportation, and climate resilient communities that helps direct California's efforts to achieve equitable and resilient communities and landscapes.
- Facilitate local and regional government, non-profit, and private sector stakeholders in achieving various strategic initiatives and plan goals.
- Supervise and direct the work of technical staff engaged in land acquisitions, exchanges, sales, land banking of development rights, and other related land management activities.



DUTY STATEMENT

CTC 613 (REV 9/2016)

Essential Functions

35% Conservancy Supervision (E):

Plans, directs, and oversees the work activities of the Conservancy's TLC staff by delegating work at the appropriate level of responsibility and by effectively tracking the efficient completion of work assignments and projects. In all of the above, the incumbent:

- Evaluates the work of Conservancy staff to ensure that it meets quality, quantity, and timeliness standards;
- Leads and motivates Conservancy staff to maximum productivity to accomplish program objectives, assists with resolving disagreements;
- Creates an annual operational plan to achieve TLC goals and objectives consistent with the Conservancy Strategic Plan; and
- Evaluates the effectiveness of ongoing TLC policies and procedures and attainment of Conservancy Strategic Plan Goals.

35% Statewide Representation (E):

Contributes senior-level leadership and collaborates with various State agencies on Conservancy and SGC program priorities. The incumbent will:

- Represent Conservancy and SGC by participating in key Lake Tahoe and statewide forums, and appear before various public and private stakeholders as a statewide subject matter expert in sustainable communities;
- Evaluate and recommend opportunities for statewide cross-agency collaboration with the Conservancy, SGC, Department of General Services, Department of Housing and Community Development, and other State agencies;
- Prepare materials for and help deliver Conservancy and SGC communications to the California Natural Resources Agency, State of California legislative staff, other governing bodies, and stakeholders;
- Track legislation and recommend policy changes affecting integrated affordable housing developments, sustainable transportation, and climate resilient communities;
- Make technical presentations to the Conservancy Board and SGC leadership, management, and stakeholders (with various levels of understanding) to promote integrated affordable housing developments, sustainable transportation, and climate resilient communities;
- Promote the use of local, State, and federal sustainable communities financing mechanisms, including tax credits, grant assistance, private and philanthropic funding sources; and
- Promote statewide policies that help achieve State greenhouse gas reduction targets, land, and transportation planning improvements established in Assembly Bill 32 and Senate Bill 375.

30% TLC Program Development (E):

The incumbent will:

- Provide guidance on the strategic uses of TLC asset lands, development rights, and acquisition funding to achieve local, regional, and statewide planning goals;
- Coordinate TLC program activities with grantees and contractors, governmental agencies, citizen groups, and other interested or affected entities;
- Develop partnerships with builders, developers, housing advocates, and disadvantaged community groups to inform TLC program development;



DUTY STATEMENT

CTC 613 (REV 9/2016)

- Communicate regularly with Conservancy Board and SGC leadership, executive staff, management, and stakeholders on TLC and related SGC programs, which may include the Affordable Housing and Sustainable Communities and Regions Rise Together Initiatives.
- Assess needs, opportunities, and innovative solutions to direct land bank development rights in a manner that achieves statewide and regional planning priorities;
- Provide direction to staff on the potential sale, transfer, or exchange of Asset Land parcels over the next five to ten years; and
- Coordinate the development of economic and ecological quantification tools that measure and report the benefits of TLC projects to the Conservancy Board and SGC.

Supervision Received:

The incumbent will report directly to and receive the majority of assignments from the Conservancy Chief Administrative Officer. The position requires regular cross-agency coordination and operational plan agreement. The duty station will be the Conservancy's office in South Lake Tahoe. The position will require frequent travel and meetings in Sacramento and at SGC.

Supervision Exercised:

The incumbent supervises the following Conservancy personnel:

- Staff Services Manager I (Specialist) – Land transfer and real estate project manager
- Public Land Management Specialist III – Land bank and real estate project specialist

Required Skills:

This position requires computer skills (Word and Excel), writing, and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; the ability to reason logically and creatively in resolving problems; skill in working effectively with others in a team environment; willingness and ability to accept responsibility and meet deadlines; and experience working with public officials, non-profit organizations, and the private sector to facilitate implementation of programs and policies in a collaborative and consensus-building manner.

Knowledge and Abilities:

Knowledge of: Principles of public administration, organization, and management, and negotiation techniques and strategies involved in the sale, lease, exchange, acquisition, or other disposition of real property.

Ability to: Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions; develop effective solutions; understand and apply the laws, policies, rules, and regulations relating to the land and resource management activities of the California Tahoe Conservancy; analyze a wide variety of situations and recommend appropriate courses of action; negotiate successfully land and resource management activities; establish and maintain effective working relationships with others; communicate effectively.

Desirable Qualifications:

- Candidate must be able to work in a team-oriented environment and have strong interpersonal skills,
- Ability to independently use tact or assertiveness as appropriate to effectively represent the State's interest,
- An understanding of the political dynamics in the Lake Tahoe Basin at the federal, State, and local levels.



DUTY STATEMENT

CTC 613 (REV 9/2016)

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.

Work Environment:

Outdoor Work may include:

- Inclement weather, which can mean rain, snow, flood events, extreme heat, fire
- Adverse conditions, such as working in active waterways, icy conditions
- Traversing steep and uneven terrain
- Use of specialized outdoor and technical equipment
- Visiting construction zones
- Remote work sites

Physical conditions of the work may require the need to:

- Stand/Walk for up to 8-10 hours a day
- Sit for up to 8-10 hours a day
- Work on a computer for up to 8-10 hours a day
- May have to lift up to 50 lbs.
- Use stairs

Miscellaneous:

- May require the need to work holidays, nights or weekends
- Drive safely in adverse conditions
- Wearing appropriate safety gear

Other Information:

The duties of this position are performed inside and outside. The employee's workstation is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel is required to attend meetings, training and project sites.

Requires prolonged sitting, use of telephone, personal computer and copier. Must work well under pressure, meeting multiple and sometimes conflicting deadlines.



DUTY STATEMENT

CTC 613 (REV 9/2016)

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