

Tahoe Resource Conservation District
870 Emerald Bay Road Ste. 108
South Lake Tahoe, CA 96150
530-543-1501

CLASSIFICATION DESCRIPTION
Environmental Scientist III

Salary range (\$4429 - \$5166/month)

Summary Description

The Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that provides coordination, management, technical assistance and education programs to landowners and other resource managers. The Tahoe RCD is currently seeking a qualified individual to fill the position as Project Coordinator to administer the Tahoe RCD's Watershed Monitoring Program. The position is full time with full benefits, and is a 1 year term with possibility of extension based on available funding. The position is considered to be "at will" based upon available funding.

The incumbent will be assisting the Watershed Coordinator with the development of the Community Watershed Partnership Program. Specifically, the coordinator will adopt protocols, and provide training to staff and citizen volunteers for a multitude of scientific methods, including but not limited to stormwater monitoring, bioassessment, and soil and water chemistry. The Tahoe RCD will also work closely with other Jurisdictions, Municipalities, and local businesses and residents to fully implement this program.

Representative Duties and Responsibilities

- Lead development of a robust Watershed Monitoring Program
- Oversee and direct staff, subcontractors, and volunteers in the field
- Manage and maintain all field data collected, and perform in-depth data analysis
- Provide quality assurance and quality control of all work
- Develop and maintain working relationships and partnerships with agencies and public and private entities for the promotion of the Program
- Coordinate the development, revision, review, and implementation of monitoring procedures and protocols
- Assist in development of annual reporting requirements
- Respond to public and agency requests for information, materials, and other related items
- Assist in the research of grant proposals for the Program
- Work with Education and Outreach Committee to prepare and distribute program outreach materials including brochures, displays, and signage
- Coordinate with RCD staff on TMDL model refinements, and assist with database management
- Facilitate meetings with partnering entities, stakeholders, and members of the public
- Provide monthly progress reports to Watershed Coordinator
- Perform additional services and other related duties as directed by the Watershed Coordinator or District Manager

QUALIFICATIONS

Education and Experience:

- Must have a 4-year degree in a related field (Environmental Science, Conservation Management, Biology, Ecology, etc.), however a Master's degree in Science is desired.
- Must have a minimum of 5 years demonstrated experience in stormwater monitoring, as well as have knowledge in ecological evaluations including the State's bioassessment and wetland monitoring programs.
- Knowledge of aquatic invasive species identification, biology, and management strategies and techniques
- Demonstrated writing skills (e.g grant proposals, Final Project Reports)
- Computer skills including knowledge of all Microsoft Office applications, advanced GIS mapping, and Microsoft Access or Excel database management.
- An understanding of Conservation Districts and a familiarity with the Lake Tahoe Basin and surrounding communities is desirable

Abilities:

- Excellent written and oral communication skills
- Solution oriented with strong interpersonal relationship skills to communicate, coordinate, and maintain working relationships with partner agencies, stakeholders, and the public.
- Familiarity with analytical techniques needed to interpret project results and develop clear program and project reports.
- Delegation skills and confidence in providing direction to staff and volunteers
- Meeting facilitation, including understanding agency roles and responsibilities
- Oral presentation skills and confidence to make presentations to diverse community groups
- Possess qualities of tact, patience, and understanding required to maintain and foster the long-term relationships necessary for the success of the program coordination process
- Previous experience managing or directing staff, subcontractors, and volunteers is desirable
- Familiarity with Lake Tahoe's Environmental Improvement Plan, and the Lake Tahoe TMDL is highly desirable

Working Conditions

Work is performed at a desk (50%), in meetings (20%) and in the field (30%). Office environment has natural and artificial lighting. Field conditions are highly variable and weather in the Lake Tahoe area is inclement year-round. Position will require flexible work hours when needed (occasional evenings and weekends). Incumbent will be required to use personal vehicle for work duties when District vehicle is not available. District will reimburse mileage at the federal rate.

Physical Requirements

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The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Ability to lift and carry up to 50 lbs and ability to sit (60%), walk (15%) and stand (25%) for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength and dexterity; occasional use of eye and / or ear protective wear; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to effectively communicate on a telephone, via email, and in person.

Benefits

Comprehensive benefits package including, State of California Workers' Compensation Insurance, California Public Employees' Retirement System, California State Unemployment Insurance, Medicare and Social Security. This position receives all El Dorado County holidays, paid vacation, sick leave and health benefits including medical, dental and vision.

How to Apply

Please submit a cover letter, a resume, and 3 professional references to Kim Gorman: kgorman@tahoercd.org. Write as a subject heading "Watershed Monitoring Program Coordinator Application." Applications are accepted via email or mail:

Kim Gorman
Subject: Watershed Monitoring Project Coordinator Application
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