

**Truckee Regional Aquatic Invasive Species Prevention Program**  
**Project Coordinator**  
**Tahoe Resource Conservation District**  
**Truckee, CA**

**CLASSIFICATION DESCRIPTION**

**Program Coordinator**

***Salary Range: \$4550 - \$4909 monthly***

**Background**

The Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that provides conservation technical assistance and education programs to landowners and other resource managers. The TRCD is currently seeking a qualified individual to fill the position as Program Coordinator to expand the Tahoe RCD's Truckee Aquatic Invasive Species Prevention Program (Program). This Program is a well coordinated and successful effort in preventing the introduction of aquatic invasive species into the Truckee River watershed. Funding has been secured to expand these efforts by facilitating partnerships, developing a regional framework and implementing a watercraft inspection program. Successful candidates will have outstanding leadership, management, strategic planning skills and visionary qualities, and demonstrated success in managing projects.

The goals of this position are to guide the implementation of aquatic invasive species prevention measures through interagency, scientific and stakeholder coordination in the Truckee River watershed. The candidate will manage the implementation of watercraft inspections, lead the development of a multi-agency framework and establish a funding mechanism to secure the sustainability of the Program in the future.

**Responsibilities**

- Establish working relationships and partnerships with agencies and public and private entities for the promotion of the Program
- Develop and implement programmatic functions through coordinated effort with jurisdictions
- Respond to public requests for information, materials, and other related items
- Facilitate stakeholder meetings and workshops pertaining to the development of a regional Program
- With assistance from the Program Manager, the incumbent identifies partnering entity roles and responsibilities, engages partnership agreements and implements the Strategic Plan outlining program goals and elements to develop successful program
- Composes reports and other communications as necessary to document Program milestones

- Handle publicity including agenda mailings, writing newspaper articles on Program activities and other related items
- Prepare and distribute program brochures, displays, and signage
- Coordinate the development, review and implementation of procedures and protocols for watercraft inspections and decontaminations
- Possess qualities of tact, patience and understanding in order to maintain and foster the long-term relationships necessary for the success of the program coordination process
- Provide quality assurance and quality control at inspection and decontamination locations

## Qualifications

### Education and Experience:

- Must have a 4-year degree in a related field and at least 2 years demonstrated experience supervising staff and developing and implementing conservation programs
- 3-5 years experience with progressive leadership in the field of conservation, communications, or other related field
- Knowledge and experience with management and development of stakeholder groups, MOUs and strategic planning
- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination; applying analytical techniques and interpersonal relationship skills in determining the needs of the agencies and the public

### Abilities:

- Skill in facilitating group meetings, identifying agency roles and responsibilities
- Skill in establishing and maintaining work relationships with public and private entities, community leaders and partnering agencies
- Skill in developing public awareness campaigns that identify target audiences, establish methods for reaching them, and demonstrate analytical techniques for evaluating results
- Skill in oral presentation techniques in order to facilitate stakeholder meetings and make presentations to community groups
- Strong, self-motivated work ethic
- Familiarity with aquatic invasive species and current prevention and control methods

## Working Conditions

Work is performed at a desk (50%), in meetings (30%) and in the field (20%).\_Office environment has natural and artificial lighting. Position will require flexible work hours when needed (occasional evenings and weekends), with basic work week being Wednesday through Sunday during peak months. 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

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 20 to 40 lbs and ability to sit (80%), walk (10%) and stand (10%) for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength, 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 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.

### **To Apply**

Please visit our website at [www.tahoercd.org](http://www.tahoercd.org). Send a résumé, cover letter and 3 references to [kboyd@tahoercd.org](mailto:kboyd@tahoercd.org).

Deadline to Apply is Friday, March 2, 2012

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