



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • TahoeRCD.org

Aquatic Invasive Species Control

Program Manager

Location South Lake Tahoe, California
Salary \$83,385.80 - \$116,740.12 (\$40.09 - \$56.13/hour)
Duration Full-time, Year-round

Position Description

Tahoe Resource Conservation District (Tahoe RCD) is a non-regulatory special district that promotes the conservation, stewardship, and knowledge of the Lake Tahoe Region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Tahoe RCD is seeking an Aquatic Invasive Species Control Program Manager who brings substantial experience in implementing aquatic invasive plant control projects and building successful collaborative partnerships to address pressing aquatic invasive species issues. This position is directly responsible to and managed by the Director of Programs. This position is full-time, non-exempt with benefits and is considered "at will" based on available funding.

The Lake Tahoe Aquatic Invasive Species Control Program is a well-coordinated, collaborative, and successful effort that provides technical assistance to project partners within the Lake Tahoe Basin. Tahoe RCD and our program partners implement the program on public and private lands. Since 2015, Tahoe RCD has developed highly effective control strategies for treating aquatic invasive plant infestations. These control efforts and subsequent monitoring have provided data needed to reflect accurate costs, appropriate timing and control methods, and guide project logistics. The incumbent will coordinate and facilitate relationships among partner agencies, organizations, and funders and play an integral role in project grant writing. The incumbent will also maintain, develop, and oversee the GIS architecture needed to support program needs to efficiently plan control projects, monitor project results, and assess progress toward Lake Tahoe Environmental Improvement Program (EIP) threshold standard achievement. The position requires collaborative leadership, and a person who is a self-directed strategic thinker with excellent problem-solving abilities.

Duties and Responsibilities

Program Management

- Coordinate and implement the Aquatic Invasive Species (AIS) Control Program
- Provide leadership and overall coordination of Program implementation by developing annual work plan and budget
- Manage grants by developing scope of work, budgets and timelines for funder and sub-contractor agreements and amendments, reviewing and approving invoices, and accomplishing grant deliverables
- Compile data, reports and other communications necessary to document Program accomplishments for grants, permits, contracts, Board staff reports, and outreach materials
- Develop and implement procedures and protocols for activities associated with aquatic invasive species removal and monitoring
- Responsible for providing quality assurance and quality control of all work
- Perform regular administrative tasks including timesheet tracking, procurement, and invoice review and approval
- Write grant proposals to support and sustain the Program

We Do Conservation

The mission of the Tahoe RCD is to promote the conservation, stewardship and knowledge of the Lake Tahoe region's natural resources by providing leadership and innovative environmental services to all stakeholders.

- May supervise another position; duties include recruitment and hiring, staff supervision, support, and evaluation, and oversight of all work tasks and products
- Complete or supervise tasks that include obtaining permits, project site management, contractor oversight and reporting, and equipment procurement
- Perform additional services and related duties as directed by the Director of Programs or Executive Director

Program Development

- Maintain and develop working relationships and partnerships with agencies and public and private entities for the promotion of the AIS Control Program
- Develop ideas into projects by identifying key partners, securing landowner participation, and developing detailed and concrete plans of action
- Facilitate meetings with staff and partners
- Represent the RCD as needed at meetings, special events, and public presentations

Specialized Services: Geospatial Database Management and Technical Support

- Develop and guide AIS Control Program data collection practices
- Coordinate the development and/or revision, review, and implementation of procedures and protocols that direct ArcGIS spatial data collection by dive contractors
- Organize and lead ArcGIS Field Maps (currently used) data collection training for dive contractors
- Develop new Program dashboards and data products to meet evolving needs of program
- Implement improvements and updates to all existing web apps and communication/data sharing tools, including static maps
- Work with partner agencies and regulatory agencies to ensure data continues to meet Program needs and standards
- Maintain and update all spreadsheets and geospatial data, including performance metrics and management category status
- Responsible for annually entering all data into Lake Tahoe Info's Environmental Improvement Program (EIP) Tracker
- Respond to technical issues originating from ArcGIS Field Maps, web apps, and tablets
- Responsible for responding to data and map requests from partners

District Support

- Stay apprised of other conservation efforts within the Lake Tahoe Basin, and of political, social and policy issues that may impact Tahoe RCD's work
- Work with Tahoe RCD team to identify program priorities based on stakeholder feedback, agency funding priorities, and Tahoe RCD's mission
- Perform additional services and related duties as directed by the Director of Programs or Executive Director

Qualifications

Education and Experience

- BS/BA degree in a related field is required, in natural resources management, conservation, or another related field of study. Master's degree is preferred.
- Must have experience with ecological field data collection, GPS/GIS use, data management and data analysis, and developing geo-spatial databases and interactive internal and public-facing digital platforms (ex. dashboards)
- Must have at least 5 years' experience implementing aquatic invasive species control projects (non-chemical), and developing and implementing ArcGIS spatial data collection
- Experience identifying and securing funding through grants and/or other funding mechanisms

- Experience managing complex budgets, grants, and permits
- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination
- Skill in facilitating meetings, identifying agency roles and responsibilities and delegating tasks
- Experience establishing and maintaining work relationships with public and private entities and partner agencies
- Possess qualities of tact, patience and understanding to maintain and foster the long-term relationships necessary for successful program coordination
- An understanding of Conservation Districts and a familiarity with the Lake Tahoe and Truckee River watersheds and surrounding communities
- Valid Driver's License

Skills and Abilities

- Expert project management skills including planning, time management, organization, and attention to detail
- Applies rigorous logic and methods to solve difficult problems
- Demonstrates initiative, works conscientiously, and consistently follows-through on responsibilities
- Positive attitude, mission-driven, and self-motivated

Working Conditions

Tahoe RCD offers a hybrid work format; work may be performed partially from home when appropriate. The Executive Director must approve hybrid work schedules and employees must attest that their home workplace is compliant with Tahoe RCD workers' compensation requirements. Work is performed at a desk (75%) and in the field (25%), though this will depend on the time of year. The office environment has natural and artificial lighting. This position requires working on weekdays and working flexible work hours when needed (occasional evenings and weekends). Incumbent may be required to use a personal vehicle for work duties when a District vehicle is not available. The 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. This work may include climbing steep terrain, moving in and out of streams and other waterbodies, working on motorized watercraft on Lake Tahoe (dive contractor coordination and oversight), and using non-motorized watercraft to access project sites, lifting, carrying supplies and equipment, etc. during all seasons. The noise level in the work environment can range from very quiet to very noisy. The ability to sit, use a keyboard, stand, use hands and feet, talk, walk, stoop, and reach are required very often in this position. Must comply with Federal, State, and local regulations and practices related to Equal Opportunity, sexual harassment, and a drug-free workplace.

Salary and Benefits:

Salary is commensurate with experience. The current salary range is \$83,385.80—\$116,740.12 (\$40.09 -- \$56.13/hour). The Tahoe RCD benefits package includes individual employee health benefits (employer covers 80% medical, and 100% dental, vision, basic life insurance and the Employee Assistance Program), discretionary leave time (Paid Time Off - 120 hours (years 1-3), 11 paid holidays, and 2 floating holidays. Employee Paid Time Off increases in years 3-6, and on the employees' 7th, 8th, 9th, and 10th anniversaries of employment. The position also includes State of California Workers' Compensation Insurance, California Public Employees' Retirement System (CalPERS), California State Unemployment Insurance, Medicare, Social Security, and an optional deferred retirement plan (457(b)) is available.

To Apply:

Applications will be accepted until Friday, September 25 at 5pm. Please send email with 'AIS Control Program Manager – Your Name' in the subject line and attach a cover letter, resume, and three references to: jobs@tahoercd.org. ***Applicants that do not follow these instructions will not be considered.***

TAHOE RCD IS AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE TAHOE RCD TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.