

Associate Environmental Specialist 1

Stateline, NV, Stateline, NV, US

Salary Range : **53,885 To 60,350 (USD) Annually**

Worker Category : **Regular Full-Time**

TAHOE REGIONAL PLANNING AGENCY

JOB TITLE:	Associate Environmental Specialist
FLSA STATUS:	Non-Exempt
REPORTS TO:	Aquatic Resources Program Manager
DIRECT REPORTS:	None
GRADE LEVEL:	11
SALARY RANGE:	\$53,885-\$68,970
HIRING RANGE:	\$53,885-\$60,350 DOQ

THE TAHOE REGIONAL PLANNING AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest bi-state regional environmental authority, a one of a kind organization -- not purely federal, state, or local, but a unique hybrid organization -- and a vital avenue working at the crossroad of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

The Bi-State Agency is charged with regional planning, development and redevelopment oversight, implementation of environmental protections, and restoration programs for the Region. TRPA has both planning authority and the land use regulatory authority to back up, implement, and enforce regional-scale plans. Agency executives, managers, and employees are responsible to lead programs that weave together science, policy, public and private financial investment, and collaborative partnerships as foundations critical to Lake Tahoe's long-term preservation. Agency staff functions at the complex intersection of environmental protection, land use planning, and real estate development in a highly sensitive environment.

ESSENTIAL FUNCTIONS OF THE ASSOCIATE ENVIRONMENTAL SPECIALIST

Launched in 1997, the Lake Tahoe Environmental Improvement Program (EIP) is a partnership of federal, state, and local agencies, private interests, and the Washoe Tribe, created to protect and improve the extraordinary natural and recreational resources of the Lake Tahoe Basin. EIP partners implement projects that include everything from new bike trails to creek restorations to programs that protect the lake from aquatic invasive species. The EIP Division of TRPA coordinates EIP partners, facilitates project implementation, and oversees the accounting of the funding and accomplishments of the EIP to maintain a consistent vision and goals for the EIP across the Lake Tahoe Basin.

This position will provide program support to the Environmental Improvement Division and the Aquatic Resources Program (part of the EIP Division). This position will manage and oversee the collection of expenditures and EIP project accomplishments of multiple partners, as they relate to aquatic invasive species, to ensure transparency and accountability within the EIP as well as identify trends, connections, and opportunities within the program. This position will be responsible for the effective implementation of the nationally recognized Watercraft Inspection Program which seeks to prevent new introductions of aquatic invasive species (AIS) into the Tahoe Region. This position will work with partners to continually improve and spur innovation within the program, and manage the collection of data while maintaining a high level of customer service.

ASSOCIATE ENVIRONMENTAL SPECIALIST ROLES AND RESPONSIBILITIES

- Manage Environmental Improvement Projects and Data for AIS Program partners
 - Manage AIS projects in the EIP Project Tracker database to ensure a high level of accuracy and work around the Basin to increase awareness and utility of the Tracker
 - Build and maintain partner relationships and proactively work with project partners to ensure data is up to date, accurate, and useful on an ongoing basis
 - Oversee the yearly EIP reporting season of AIS projects (Nov-Jan) to ensure high rate of data completion by project partners
- Oversee the implementation of the Watercraft Inspection Program
 - Provide management and oversight of the contract with the Tahoe Resource Conservation District, the implementing partner of the

- Provide management and oversight of the contract with the Tahoe Resource Conservation District, the implementing partner of the inspection program, ensuring the program meets TRPA standards and is being consistently and effectively delivered by all partners
 - Negotiate and manage contracts with Lake Tahoe marinas for the issuance of program stickers and inspection seals. Management of contracts includes reconciliation of stickers and seals in accordance with TRPA financial protocols, and the preparation of contract compliance information required for the annual audit of the inspection program.
 - Foster relationships with marina staff to ensure efficient operation of the AIS watercraft inspection program.
 - Train and certify marina staff to provide “seal inspections” of watercraft prior to launching.
 - Oversee implementation of quality control of the inspection program, including development and refinement of protocols, frequency, and implementation of improvements needed.
 - Implement an improved data management system that facilitates the collection of watercraft inspection and launching information while maintaining excellent customer service
 - Prepare all necessary permit applications and leases for the inspection stations
 - Participate in education and outreach events or meetings to provide consistent and accurate information to boaters, agencies, and private partners such as marinas and the boat industry.
- Assist with the preparation of grant proposals
 - Complete quarterly reporting to AIS funders
 - Participate in the Aquatic Invasive Species Coordination Committee and represent TRPA in the following subcommittees:
 - Watercraft Inspection Program Working Group
 - Outreach/Non-Motorized Working Group (Tahoe Keepers)
 - Other duties as assigned

ASSOCIATE ENVIRONMENTAL SPECIALIST REQUIREMENTS

Education/Training and Experience

- Bachelor’s Degree in natural sciences, environmental studies, resource management, or a closely related field of study.
- Three years of increasingly responsible experience in resource management and project management. A Master’s Degree may be substituted for 2 years of experience.
- Experience in the management of contracts is preferred
- Possess, or ability to obtain, a valid driver’s license issued by the state of Nevada or California

Knowledge and Skills

- Knowledge of aquatic invasive species and environmental issues facing Lake Tahoe
- Ability to work collaboratively with a variety of outside partners, both public and private, to resolve issues, leverage resources, and work as a partnership.
- Demonstrated ability to take initiative, work independently, while also possessing the ability to work in a highly effective team
- High understanding of, and experience using, computer programs such as Excel or Access to manage large amounts of data and interpret data.
- Excellent customer service skills and ability to interact with the public in a positive, non-confrontational manner
- Excellent written and oral communication skills and attention to detail
- Capacity to manage conflict to an effective and positive outcome
- Excellent organizational and record-keeping skills
- Demonstrates critical thinking and analysis capability, synthesizes complex facts and issues in order to propose successful solutions tailored to competing interests
- Ability to represent the EIP Division and/or the Aquatic Resources Program and/or the Agency at public events and meetings as needed

Core Competencies

Communication

Communicates well both verbally and in writing. Uses appropriate formal style of business and technical writing (avoids jargon, shorthand, or colloquialisms common in informal speech but inappropriate in written text); submits quality, proofread written documents (no typographical errors), and clearly organizes and expresses ideas. Participates in and comes prepared for meetings, shares information and ideas with others. Delivers well prepared presentations and has the ability to clearly communicate ideas to others in a variety of situations.

Efficiency and Effectiveness

Takes initiative and can self-motivate. Manages workload, handles information flow, prioritizes tasks, and never says "It's not my job." Develops good work procedures, manages time well and keeps information organized and accessible. Incorporates state of the art business practices to accomplish results, and can identify and eliminate operational redundancies.

Internal and External Customer Service

Handles customer questions and complaints, communicates with customers, willingly takes on service problems politely and efficiently, says "Yes, and here's how," maintains and communicates a solution-oriented perspective and is readily available for customers and ensures commitments are met. Fosters understanding of Agency guidelines and services, maintains a pleasant and professional image.

Problem Solving and Solution Seeking

Recognizes problems as a member of an integrated decision making team. Systematically gathers information, breaks down problems and complex issues into smaller components. Demonstrates an understanding of underlying issues and the difference between critical details and unimportant facts. Uses good judgment.

Relationship and Partnership Building

Demonstrates good listening and interpersonal skills, demonstrates empathy (the ability to put oneself into another's shoes). Builds strong relationships and communicates effectively with a variety of constituents inside and outside of the Agency. Demonstrates flexibility and open-mindedness, solicits performance feedback, and values and handles constructive criticism of both self and Agency. Is a positive ambassador of the Agency at all times.

Strategic Plan Implementation Focus

Accepts assigned roles and responsibilities. Monitors own project progress. Consistently delivers on milestones and action items on schedule and within budget. Effectively uses associated technology tools to track progress and to own accountability. Can course correct for continual improvement based on new information (Plan, Do, Check, Act).

WORKING CONDITIONS/PHYSICAL EFFORT

1. Primarily work in an office environment with occasional travel
2. Field and site visits will be required on occasion (driving)
3. Occasional work on the agency vessel will be required
4. Bending, Stooping, Carrying
5. Lifting up to 40 pounds
6. Using office equipment, computer, telephone, etc.

AGENCY BENEFITS

Agency benefits include up to four weeks of Paid Time off (PTO); 12 paid holidays; paid base plan for employee only medical, dental, and vision insurance, Short Term Disability, and Basic Life and AD&D Insurance; immediate vesting in the Agency retirement plan.

APPLICATION PROCESS

Please visit our website at <http://www.trpa.org/about-trpa/employment/> (<http://www.trpa.org/about-trpa/employment/>) to read more about our Agency and to complete an employment application through our *Career Center*. **Submit a completed employment application along with a cover**

agency and to complete an employment application through our career center. Submit a completed employment application along with a cover letter describing your interest in the position and a resume of your qualifications.

RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email only, even if you have chosen U.S. mail for the delivery of your application materials. Please make sure your email address is accurate. We do not accept walk-in or hand delivered application materials.

If you chose to mail your application materials to our offices, please send them addressed to the Recruiting Team – Human Resources – The Tahoe Regional Planning Agency, PO Box 5310. Stateline NV 89449. We do not accept applicant calls regarding open, pending, or closed positions.

Requisition ID **1010**