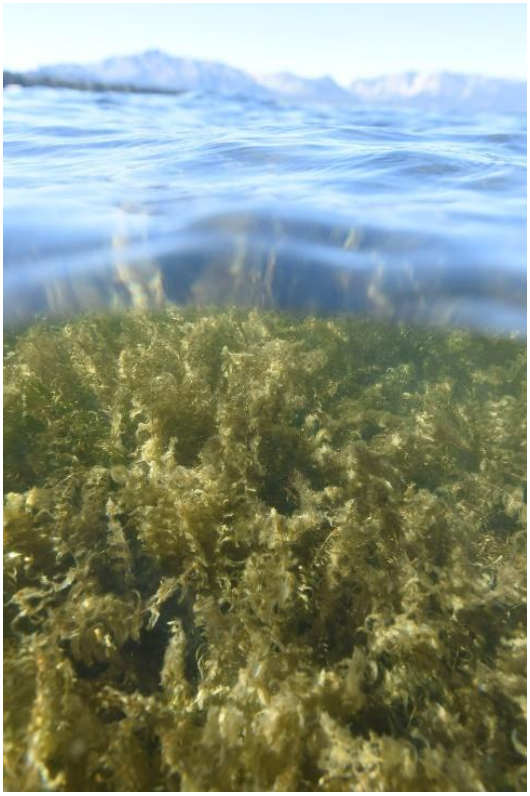
TAHOE REGIONAL PLANNING AGENCY

Aquatic Invasive Species Program Manager

Be a Leader in Protecting the Lake Tahoe Region

High in the Sierra Nevada, on the California and Nevada border, Lake Tahoe is one of the world's largest, deepest, and most spectacular mountain lakes. Its extraordinary clarity and beauty have made it a national treasure, drawing millions of visitors each year while remaining home to a year-round community of 55,000 residents. Spanning a 500-square-mile watershed across two states, five counties, and one incorporated city, the Lake Tahoe Basin is unlike any other planning environment in the country.

The **Tahoe Regional Planning Agency (TRPA)** is seeking an experienced **Aquatic Invasive Species Program Manager** to lead a region-wide effort to protect Lake Tahoe and its surrounding waters from aquatic invasive species. The position provides strategic leadership for TRPA's AIS program and coordinates a diverse network of agencies, organizations, and partners to advance the goals of the AIS Management Plan.



THE OPPORTUNITY

In partnership with the US Fish and Wildlife Service, the Tahoe Regional Planning Agency is the lead agency for the Lake Tahoe Region's Aquatic Invasive Species Program (AIS), a top priority of the Lake Tahoe Environmental Improvement Program. Through this program, TRPA convenes more than 40 public and private partners, including federal, state, and local agencies, research institutions, non-profit organizations, marinas, and members of the public, to protect Lake Tahoe and surrounding waterbodies from the introduction and spread of aquatic invasive species. Together, these partners implement a comprehensive regional approach focused on prevention, early detection, control of existing infestations, monitoring, and coordinated public education and outreach. The program includes highly visible and operationally complex efforts such as the nationally-recognized Lake Tahoe Watercraft Inspection Program.

As a key regional convener and collaborator, the Aquatic Invasive Species Program Manager aligns partners around shared priorities, drives coordinated action across jurisdictional boundaries, and ensures regional plans translate into measurable results. The position also advises TRPA leadership on policy, funding, reporting, and emerging AIS issues while strengthening coordination with regional and national initiatives. **This is a high-impact leadership role at the center of a collaborative effort to protect the ecological health, economy, and long-term resilience of the Lake Tahoe region.**

The Program Manager is responsible for the day-to-day management and implementation of TRPA's AIS program and for coordinating the regional partnership to achieve the goals of the AIS Management Plan. The position supervises a team of 2-3 TRPA staff, develops strategic and annual work plans, establishes priorities and funding strategies, manages a multimillion-dollar annual program budget, and oversees grants, contracts, partner agreements, and other program resources.

The AIS Program Manager roles and responsibilities include:

- Develop and implement strategic plans for the prevention, control, and monitoring of aquatic invasive species in the Lake Tahoe Region.
- Manage an internal team of 2-3 staff including the AIS Prevention Coordinator and Projects Coordinator.
- Maintain and build relationships with partner agencies, research institutions, non-profit organizations, marinas, and community groups to address invasive species issues.
- Co-lead the Aquatic Invasive Species Coordinating Committee (AISCC) with the Tahoe Resource Conservation District including developing agendas, facilitating meetings, gathering and disseminating action items, etc.
- Identify and forge collaborative agreement on basin-wide AIS program priorities, both short-term and long-term.
- Collaboratively develop educational public outreach programs and serve as media spokesperson on AIS matters.
- Secure and manage funding through grants, contracts, and partnerships to support program implementation.
- Track program activities, performance measures, and results.
- Prepare reports and presentations to communicate findings and recommendations to diverse audiences, including the TRPA Governing Board, community groups, and the general public.

Supervisory Responsibilities

- Responsible for hiring, training, and mentoring of staff.
- Responsible for directing work program of staff.
- Responsible for setting and communicating job expectations and annual work plan to team members.
- Conduct annual performance evaluations for staff.
- Responsible for staff performance improvement or disciplinary actions when necessary

Minimum Qualifications

- Bachelor's Degree in natural resource management, environmental science, or a related field. Master's Degree preferred.
- Demonstrated experience in program management, partnership development and collaboration, and natural resource management and policy.

Desired Knowledge, Skills and Abilities:

- Strong knowledge of invasive species ecology and natural resource management.
- Demonstrated experience managing complex programs involving multiple partners, projects, funding sources, and competing priorities.
- Experience with collaborative governance, group and team management, and facilitation techniques.
- Excellent communication skills, both written and verbal, with the ability to engage diverse stakeholders and convey complex scientific information to non-technical audiences.
- Strong project management skills, including the ability to establish priorities, manage multiple concurrent initiatives, track progress, address challenges, and deliver results on schedule.
- Experience developing and managing significant program budgets, grants, contracts, cooperative agreements, or other complex funding arrangements.
- Comfort operating in a fast-paced environment and meeting deadlines.
- Ability to interact with the public in a positive, non-confrontational manner. Capacity to manage conflict to an effective and positive outcome.
- Ability to work effectively across organizational and jurisdictional boundaries and to establish productive, trusted working relationships with a wide range of partners.
- Experience using data, monitoring results, and performance measures to evaluate program effectiveness, identify needed adjustments, and support adaptive management.
- Proficient in Microsoft Office, Outlook, Adobe Acrobat, and web content management.

THE 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. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

Lake Tahoe is a globally recognized natural resource and the economic driver of the region's $5 billion annual economy.

Lake Tahoe is designated as an Outstanding National Resource Water under the Federal Clean Water Act, making it both the crown jewel of the Sierra Nevada and a national treasure. As TRPA marks more than five decades since the historic Bi-State Compact, the agency continues to focus on the most pressing environmental and community challenges facing the region, guided by science-based policy and strong partnerships.

Our Mission: *To lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people's interactions with our irreplaceable environment.*

THE COMMUNITY

Nestled in the breathtaking Sierra Nevada mountains, the Stateline, Nevada and South Lake Tahoe, California region offers an unparalleled lifestyle surrounded by natural beauty and outdoor recreation. At more than 6,200 feet above sea level, the Tahoe Basin is home to world-class winter sports, scenic beaches, extensive trail networks, and vibrant entertainment options.

Residents and visitors enjoy year-round recreation including hiking, biking, kayaking, boating, fishing, and camping. Popular destinations include Van Sickle Bi-State Park, Sand Harbor Nevada State Park, and the 165-mile Tahoe Rim Trail.

Winter activities include skiing and snowboarding at seven ski resorts surrounding the lake, including Heavenly Mountain Resort, located adjacent to TRPA's offices.

Stateline, Nevada also features hotel casinos and a modern events center offering concerts, sporting events, restaurants, and entertainment.

The region is served by U.S. Highway 50 and Interstates 80 and 580, connecting the basin to Sacramento, San Francisco, Carson City, and Reno. Many employees commute from the Carson Valley or Reno areas, offering additional housing options while enjoying the benefits of living near Lake Tahoe. Reno-Tahoe International Airport is approximately one hour away, and the San Francisco Bay Area is a three to four hour drive.

COMPENSATION

The salary range is $96,930 to $145,396 with the hiring pay typically starting in the first to second quartile ($96,930 to $121,163 depending on qualifications).

TRPA's excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 80 hours of Management Comp Time Off (MTO). Prorated based on hire date.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight (8) percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven (7) percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High-Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- We are a dog-friendly employer!

APPLICATION PROCESS

Position posted until filled. Please visit our website at **https:// www.trpa.gov/ contact/employment/** to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the **"Apply for Job"** link. Please attach a resume of your qualifications, and a cover letter describing your interest in the position in **one pdf** when you are completing the application.

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 or phone only. Please make sure your email address and phone number are accurate. We do not accept walk-in, or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision to grant reasonable accommodation will be on a case-by-case basis. All employment is decided on the basis of qualifications, merit, and business need.