



TAHOE REGIONAL PLANNING AGENCY

JOB TITLE: Stormwater Management Program Assistant
FLSA STATUS: Part Time 60% Non-Exempt
REPORTS TO: Stormwater Program Manager
SALARY RANGE: Technician Part Time (24 hours/week): \$24,282- \$39,618 (\$19.46/hour-\$31.75/hour)
CONTRACT TERM: 36-month contract which may be extended depending on funding availability and program needs. Position open until filled.

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.

TRPA’s Stormwater Management Program is guided by the BMP Action Plan (2015), which articulates priorities for the program to lead TRPA’s efforts and limited resources to the most effective stormwater management strategies in a manner that is consistent with the Regional Plan, Chapter 60.4 of TRPA’s Code of Ordinances, local Area Plans, and TMDL load reduction plans.

ESSENTIAL FUNCTIONS OF THE STORMWATER PROGRAM ASSISTANT

TRPA seeks qualified applicants for a part-time contract position as a Stormwater Program Assistant. This position provides essential support to TRPA’s Stormwater Management Program (SMP) as it oversees implementation of TRPA’s Best Management Practices (BMP) requirements. Technical knowledge of BMPs, TRPA requirements, and protocols considered essential.

TRPA is interested in finding qualified applicants that can focus on the following priority needs:

- Work with property owners, contractors, and representatives in concert with Agency staff to administer the SMP
- Support Regional Plan goals and policies including protecting and enhancing water quality and coordinating with the Lake Tahoe TMDL programs
- Increase operational efficiency and streamline SMP processes
- Increase the pace and scale of BMP installation, maintenance, and regional treatment programs

ROLES AND RESPONSIBILITIES OF THE STORMWATER PROGRAM ASSISTANT

- Provide customer service and assist the public with BMPs through phone and email
 - Maintain organizational systems and improve electronic record keeping
 - Provide technical assistance and aid the public preparing electronic permit applications
 - Deliver effective communication in complicated situations
 - Arrange meetings and staff field inspections
 - Coordinate written correspondence and mailings
 - Ensure data integrity through database entry and record-keeping
 - Participate in online video conferencing
 - Produce technical writing
 - Review and format technical documents
 - Organize and maintain digital files
 - Help prepare Requests for Proposals for contract work and grant funding proposals as needed
 - Help advance area-wide treatment programs
 - Other duties as assigned
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STORMWATER PROGRAM ASSISTANT REQUIREMENTS/DESIRED QUALIFICATIONS

- Applicants must possess a bachelor's degree in a natural resources field, environmental planning, or closely related field (required)
 - Master's Degree considered an asset
 - Two to four years of relevant experience (required)
 - Excellent interpersonal communication and problem-solving skills
 - Analytical ability required to compile and interpret data
 - Interprets somewhat complex rules/guidelines in making decisions
 - Capacity to communicate detailed information, answer complex questions, and clarify points
 - Ability to work effectively under pressure with a variety of public entities and other Agency staff
 - Superior organizational skills and attention to detail
 - Team player that exhibits initiative, tact, diplomacy, and professionalism
 - Proficiency with Microsoft Office Suite and Adobe Acrobat
 - Strong writing skills, including the ability to compose effective correspondence using correct grammar, spelling, and punctuation
 - Self-directed and ability to complete remote work with minimal supervision
 - Positive customer service attitude and professional phone etiquette
 - Ability to keep on task and eliminate non-work-related distractions
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TRPA CORE COMPETENCIES

- Self-Development
 - Critical Thinking and Continuous Improvement
 - Fosters Collaborative Relationships and Teamwork
 - Initiative and Results Focus
 - Communication
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WORKING CONDITIONS

- Remote hybrid office work environment that may require sitting for long periods
 - Using office equipment, computer, telephone, etc.
 - Use of a variety of online tools and computer programs
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AGENCY BENEFITS

- 16.2 days Paid Time Off (PTO) annually for 60% part time employees
- 13 days paid holidays annually (hours prorated based on part time status)
- Retirement Program, the Agency has three Retirement Plans:
 - Money Purchase Plan. In lieu of Social Security, the Agency contributes a dollar amount equal to 8% of the employee's annual salary toward retirement. This plan has immediate participation and 100% vesting.

- Supplemental Plan. The Agency contributes approximately 5.54% of the employee's annual salary toward retirement.
 - 457(b) Deferred Compensation Retirement Plan (Voluntary). Employees can contribute up to the maximum allowed by the IRS.
 - Group Health Insurance. The Agency contributes 100% of employee-only coverage (and subsidized dependent coverage) for our Medical (PPO, HSA), Dental, and Vision Care Plans
 - Employer Paid Life Insurance and Short-Term Disability Insurance
 - Long-Term Disability Insurance (Voluntary)
 - Medical and Dependent Care Flexible Spending Accounts (Voluntary)
 - Flexible work schedules
 - Transit / commuter passes
 - Dog-friendly office, bring your dog to work!
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APPLICATION DATES AND PROCESS

- 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 cover letter describing your interest in the position in one document 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 accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.