



JOB DESCRIPTION: DIRECTOR OF ENVIRONMENTAL RESOURCES

The Director of Environmental Resources performs a wide variety of duties as department head for the Energy & Environmental Resources Department. Responsibilities include implementation of the Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP), and coordination of regional environmental and sustainability programs to promote energy efficiency, air quality, recycling, water conservation, and other initiatives. Serves under the direction of the Executive Director to provide support to the Coachella Valley Conservation Commission, CVAG Energy & Environmental Resources Committee, the CVAG Executive Committee, Desert Community Energy, and other committees and working groups. Supervises staff working on implementation of the CVMSHCP, regional energy and sustainability programs, and Desert Community Energy.

REPRESENTATIVE DUTIES

Responsibilities may include, but are not limited to the following:

- Coordinate and facilitate the implementation of the CVMSHCP. Oversee coordination of the land acquisition, land management and biological monitoring programs.
- Maintain positive and productive working relationships with local, state, and federal agencies to ensure CVMSHCP goals and objectives are met.
- Support the Coachella Valley Conservation Commission, including coordinating preparation of staff reports and agenda packets, and assisting the Executive Director as needed.
- Oversee preparation of CVMSHCP annual report to CVCC, the wildlife agencies, and the public on all land acquisition, land management, and biological monitoring activities and accomplishments.
- Coordinate with local and state CVMSHCP Permittees to ensure they are meeting their obligations and implementing Plan requirements, goals and objectives. Coordinate with staff on implementation of the Joint Project Review process.
- Monitor progress on meeting CVMSHCP goals and objectives and plan requirements in coordination with staff, partner agencies, and the CVCC.
- Direct CVMSHCP land management and monitoring programs to meet conservation objectives and ensure sustainable adaptive management practices.
- Perform overall planning duties related to Energy & Environmental Resources Department programs.

- Develop and implement annual goals, objectives, policies, and priorities of the Energy & Environmental Resources Department and related committees.
- Prepare the department's work plans and assist the Director of Finance/Administration in preparation of the annual budgets.
- Implement regional environmental programs to promote conservation of natural resources, greenhouse gas reduction, and sustainability goals based on input from the Energy & Environmental Resources Committee and CVAG Executive Committee. Coordinate with member agency staff to promote regional collaboration and efficiency.
- Identify and implement creative and innovative opportunities to advance regional sustainability initiatives.
- Identify and pursue available grant opportunities. Prepare and direct staff to assist with preparation of grant proposals to support department programs. Administer grant funds for programs and projects as needed.
- Gather and summarize information, including data collection, data analysis, recommendations, and written reports for presentation to committees. As department director, provide support to committee members by supplying current information and forecasting regional trends.
- Serve as a liaison on air quality issues with the South Coast Air Quality Management District. Coordinate with Transportation Department staff on funding and implementation of the Regional PM10 Street Sweeping Program. Provide regular updates to the Energy & Environmental Resource Committee on air quality issues and opportunities to improve/enhance regional air quality.
- Plan, prepare, and support committee meetings to include agendas, oral presentation of information, staff reports, written minutes, and other administrative duties as required.
- Provide technical assistance and information to the public and government agencies on various environmental issues including source reduction, recycling, household hazardous waste, water conservation, air quality, and sustainability as requested.
- Represent CVAG and CVCC in a professional and positive manner in all matters related to the Energy and Environmental Resources Department, including responding to inquiries from member agencies and the public as needed.
- Lead, direct, collaborate with and evaluate employees. Coordinate activities by scheduling work assignments, setting priorities, and directing the work of department staff.
- Perform tasks as directed including special assignments from the Executive Director.
- Perform other tasks as directed.

DESIRABLE QUALIFICATIONS

Familiarity with state and federal wildlife and land management agencies involved in the CVMSHCP; federal and state endangered species regulations, including multiple species habitat conservation plans and natural community conservation plans; conservation of habitat for endangered/rare species; conservation biology and desert ecology; acquisition and management of public and private reserve lands; environmental conservation and sustainability practices; organizational, fiscal and project management; contractual, legal, and regulatory document preparation and negotiation; ability to manage an effective and collaborative team; experience with local governments helpful.

ABILITY TO

Develop and maintain cooperative working relationships with multiple partners and stakeholders including local, state and federal environmental agencies; gather and compile facts and statistics in order to evaluate program effectiveness; prepare and review contractual and regulatory documents; prepare and maintain complex program records and CVMSHCP databases; analyze operational problems, reach practical and logical conclusions and implement effective solutions; maintain professional objectivity and neutrality under sometimes stressful circumstances; communicate verbally and in writing in a clear and concise manner; overcome unexpected difficulties and challenges to produce desired outcomes; prepare and present written and verbal staff reports and presentations to diverse audiences; engage with agency and stakeholders; support improvements and changes to department/agency functions and procedures; be resourceful and self-directed.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree from an accredited college preferably with a major in environmental studies/science, conservation, ecology, natural resources, planning or a related field with a minimum of four (4) years of progressively responsible and relevant experience.

PHYSICAL CONDITIONS

Job functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time. Some program tasks require outdoor fieldwork.

LICENSES AND CERTIFICATES

Valid California Driver's License.

CLASSIFICATION

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