



# JOB ANNOUNCEMENT

# EXECUTIVE OFFICER



## THE ORGANIZATION

The Sierra Nevada Conservancy (SNC) is an agency of the state of California within the California Natural Resources Agency. The mission of the SNC is to initiate, encourage, and support efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities, and the citizens of California. The SNC Region encompasses a quarter of the area of California and includes all or part of 22 counties.

The SNC has a staff of 33 full-time and 13 part-time employees with a headquarters office in Auburn, CA. The SNC has an operating budget of approximately \$4.5 million, and also receives bond funds for the purposes of operating a grant program, the amount of which varies from year to year.



The Sierra Nevada Conservancy is seeking an individual with appropriate experience, skills, knowledge, and personal traits to serve as the Executive Officer (EO) of the organization. The EO serves at the pleasure of the 16-member Governing Board and provides information, policy advice, and recommendations to the Governing Board regarding programs, grants, policy, projects, budget, and other decisions necessary to carry out the Conservancy's mission. The EO is responsible for the day-to-day operations of the organization, including planning, organizing, directing, and administering the functions of the Conservancy, consistent with direction and delegated authority from the Governing Board. This position, located in SNC's Headquarters office in Auburn, CA, has a monthly salary range of \$10,456 - \$11,648.

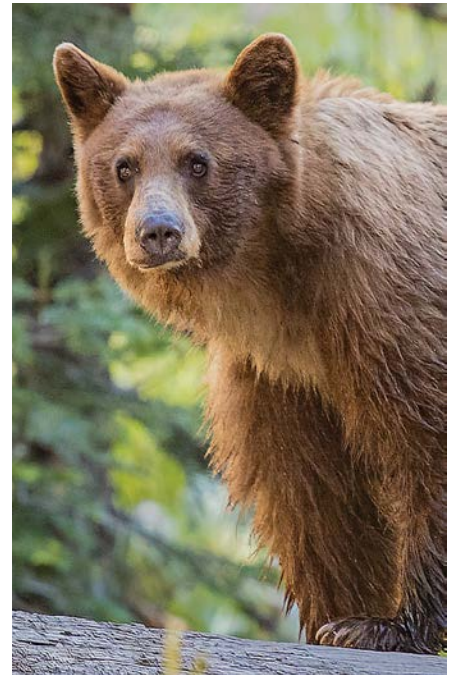
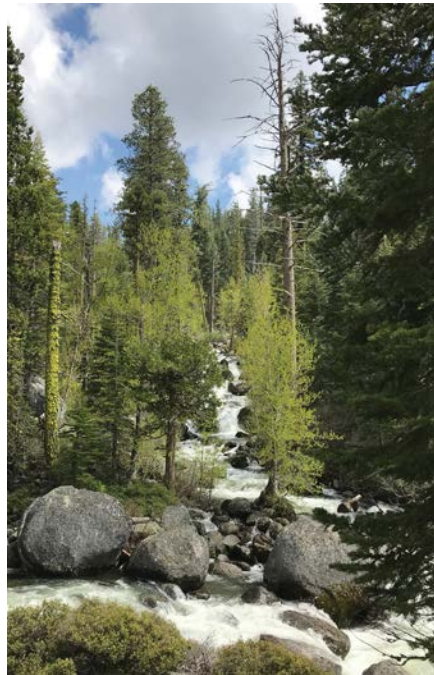
### The Executive Officer of the Sierra Nevada Conservancy should possess:

- substantial public and/or private sector executive-level management experience
- strong oral and written communication skills and experience in public speaking
- experience in advocacy/marketing communications with partners and decision-makers
- experience in dealing with complex issues involving multiple stakeholders and agencies
- experience and knowledge in natural resource, rural economic development, and/or recreation and tourism issues
- understanding of state government executive and legislative branch operations and processes
- knowledge of federal and local government processes
- experience in developing and participating in collaborative processes with diverse stakeholders
- experience working with public officials, nonprofit organizations, and the private sector to facilitate implementation of programs and policies in a collaborative and consensus building manner
- familiarity with the issues facing the Sierra Nevada Region relative to the mission of the SNC
- knowledge of grants administration and methods to facilitate grant recipient success



## The Executive Officer of the Sierra Nevada Conservancy should be a person with:

- a bias toward action and the ability to see and understand what can be accomplished in the short, intermediate, and long term
- a strong sense of personal and professional ethics
- a keen sense of the political dynamics at the federal, state, and local levels
- the ability to engage partners and stakeholders in the development and implementation of programs and projects
- proven leadership skills, strategic thinking, informed decision-making, and the ability to persuade others to take action
- the ability to understand and find resolution to multi-faceted issues
- the ability to inspire and lead staff
- a strong desire to initiate, encourage, and support efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities, and the citizens of California.



## Application Process

Applications are due in the SNC Headquarters office no later than **Friday, September 28, 2018**. Please see the [job posting](#) on the CalHR's website, [www.calcareers.ca.gov](http://www.calcareers.ca.gov), for application instructions. (Please note: **You do not need to be an employee of the state to apply.**)

A committee of the SNC Governing Board will be conducting interviews of the most qualified candidates during the weeks of October 29 and November 5. Should you be selected for an interview, you will be contacted by the SNC to schedule the interview. It is expected that second interviews with a small number of candidates will be conducted by the SNC Governing Board in a special session on Wednesday, December 5, 2018. You will be notified following your initial interview if you are selected for the second interview.



**For questions, please contact:**

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