

SIERRA NEVADA CONSERVANCY
Staff Services Manager I (Supervisory)
Duty Statement

Department: Sierra Nevada Conservancy
Division: Field Operations & Special Projects
Location: Auburn
Classification: Staff Services Manager I (Supervisory)
Title: Mt. Lassen Area Manager
CB Identifier: S01 **Tenure:** Permanent Full-Time
Position No.: 415 001 4800 001 **Incumbent:**
Supervised by: Robert K. Kingman, Assistant Executive Officer

General Description:

The reporting location for the Mt. Lassen Area Manager (Manager) position is at the Sierra Nevada Conservancy (SNC) Headquarters Office located in Auburn, CA. Working under the direction of SNC's Assistant Executive Officer, the Manager is responsible for developing, planning and managing the Department's projects and programs in the Mt. Lassen Area, which includes the following counties: Modoc, Shasta, Lassen, Tehama, Plumas, Butte, Sierra, Yuba, Nevada, Placer, and El Dorado. The position requires flexible work hours and frequent travel throughout the 25-million-acre Sierra Nevada Region. (Approximately 30 percent of the time will be spent away from the Auburn office in the assigned counties.)

Percent	Activity
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40%	Plans, organizes, and supervises the work of professional and technical staff in the development and management of grant projects and programs that support the Department's mission in the Mt. Lassen Area. Provides technical direction to the Mt. Lassen staff; communicates Program goals and objectives; makes recommendations; sets priorities in coordination with the Department's Strategic Plan and governing statutes.
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Oversees staff in the development and ongoing operation of established programs; conducts staff meetings; reviews staff recommendations, proposals and project-related work products. Participates in employee recruitment, selection and retention efforts. Assesses training needs; trains and coaches staff; provides employee evaluations; addresses employee discipline, grievance, and other labor relations or sensitive issues.

30%	Reviews and evaluates project and planning grant applications for accuracy, adequacy of project justification and compliance with grant guidelines and the California Environmental Quality Act (CEQA). Oversees the creation of grant agreements with grant recipients developing special terms and conditions if required. Provides grant funding recommendations to the Assistant Executive Officer. Prepares staff reports and presents grant funding recommendations to the Board. Evaluates and approves grant agreement amendment requests and advances. Approves payments for projects after evaluating project status and
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billing support documentation. Approves all official correspondence to grantees. Participates in close-out inspections to determine if projects were completed and are in compliance with the grant agreement. Ensures all grant files contain the required documentation and are ready for review and audit by the Department of Finance.

- 20%** Establishes and maintains positive working relationships with local and statewide leaders throughout the Region including, but not limited to, county supervisors and state legislators. Enhances the Department's statewide profile, and maintains a knowledge of complimentary funds to support projects and programs. Develops strategic partnerships and other resources to expand and enhance delivery of SNC services. Coordinates events including board meetings, and legislative tours, with grantees and contractors, other governmental agencies, citizen groups, and other interested or affected entities. Represents the Department by participating on task forces and appearing before other governmental, legislative, public and private entities.

- 10%** Provides recommendations to SNC's executive staff; makes decisions and proposals on policies, issues, and problems associated with projects and programs, and formulates effective resolutions.

Employee's Name

Employee's Signature and Date

Supervisor's Name

Supervisor's Signature and Date