

# **Clean Tahoe Program**

## **Executive Director**

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### **ABOUT THE POSITION:**

Appointed by and reporting to the Clean Tahoe Program Board of Directors, the Executive Director performs a variety of duties to further litter and refuse awareness and abatement programs within the City of South Lake Tahoe and El Dorado County portion of the Tahoe Basin.

The Executive Director will serve at the pleasure of the Board of Directors and will exercise functional or technical supervision over the Program Assistant, Field Assistant, El Dorado County Community Service Program's assignees, volunteers, temporary employees and others.

The position is full-time and salary range is \$45,000-\$48,000 per year DOE. Employee is eligible for vacation, sick leave, and holidays, and 401k retirement plan is available. Work schedule is typically Monday through Friday, although some weekends and evenings will be required for special events and meetings.

### **EXAMPLES OF DUTIES OF THE EXECUTIVE DIRECTOR:**

#### **Administrative**

- Oversees all aspects of the Clean Tahoe Program, including the development and oversight of Program contracts with the City of South Lake Tahoe, El Dorado County, Tahoe Resource Conservation District/CTC, and others as necessary.
- Evaluates Program's insurance needs and serves as point of contact for all insurance needs and claims.
- Serves as liaison with Program Board of Directors. Organizes and schedules Board meetings and prepares packets for Board including meeting agenda, staff reports, etc.
- Creates and prepares moderately complex reports, letters, memos, and statistical information, including annual reports to the City and County.
- Works with bookkeeper and CPA to prepare tax returns, other required documents to maintain nonprofit status.
- Assists Program Assistant with general office duties including answering phone, dispatching calls to field staff, greeting the public.

#### **Human Resources**

- Serves as HR & Hiring Manager. Trains, directs and evaluates employees.
- Serves as direct supervisor of the Field Crew Supervisor and Program Assistant.

#### **Finance & Budgeting**

- Prepares annual budget for Board consideration. Presents budget and appropriate annual reports to City Council.

- Prepares monthly financial reports for Board of Directors.
- Responsible for Accounts Payable and payroll, including administration of 401k as well as the preparation, execution and distribution of all checks.
- Responsible for Accounts Receivable (with assistance from Program Assistant).
- Tracks collection of Clean Community Fund & sends quarterly invoices to City staff. Works with City staff on budgeting and payments.

### **Fundraising**

- Ensures fundraising goals are met.
- Researches grant opportunities and applies for qualifying grants.
- Manages Program's membership program including setting annual goal, creating and sending solicitations, gift processing, and gift acknowledgements.

### **Policy/Programs**

- Along with Program Assistant, responds to litter problems reported to the office and makes judgments on the extent of the problem, the cause and responsibility of the problem and jurisdiction of the problem.
- Monitors on-going refuse and litter control problems and recommends changes to address particular needs/issues.
- Works closely with South Tahoe Refuse, City staff and County Environmental Management Department regarding dumpster maintenance and litter nuisances. Acts as a liaison with agencies responsible for littered areas outside the Program's jurisdiction (such as the United States Forest Service).
- Works with field crew to ensure they have necessary supplies and tools to perform tasks.
- Oversees maintenance of Program vehicles.

### **Communications & Outreach**

- Develops and implements public information, promotion and education programs to increase awareness of and participation in Program's activities.
- Acts as spokesperson and liaison with interested public and private entities. Coordinates presentations as needed with the community, civic organizations, governmental boards and service clubs.
- Manages and edits Clean Tahoe website and assists Program Assistant with social media outreach.
- Acts as a Public Information Officer for the Clean Tahoe Program. Interacts with the media by producing informational articles, submitting PSAs, doing radio and television interviews.
- Establishes and maintains effective working relationships with a variety of individuals, community groups, businesses, advisory boards, media and governmental agencies. Attends meetings of various government entities (City Council, Waste Management JPA, TRPA) as needed and serves as spokesperson for the Program.
- Responds verbally and in writing to requests for information or assistance from citizens, businesses, community groups, etc.

- Develops outreach materials such as fact sheets, brochures, display boards, etc.

### **Events & Volunteers**

- Organizes all aspects of annual special events, Community Cleanup Day (\$5 Dump Day) and Spring Clean.
- Represents the Program at community events such as, but not limited to, Earth Day and Business Expo. Partners with other organizations to host events such as annual Bike Path Cleanup event and Great Sierra River Cleanup.
- Develops and supervises ongoing volunteer and community service programs. Organizes local business, residents or agencies in special cleanups as needed.

### **QUALIFICATIONS OF THE EXECUTIVE DIRECTOR:**

- General knowledge of the role and potential impact of litter abatement in overall solid waste management policies and programs.
- Ability to organize and coordinate comprehensive operational programs, involving both public agencies and community participation.
- Ability to research, interpret and evaluate administrative and/or technical issues and make appropriate recommendations for action.
- Ability to establish and maintain effective working relationships with other employees, colleagues, and the general public.
- Ability to make public appearances and presentations to private and governmental agencies.
- Ability to communicate effectively orally and in writing at a level necessary for successful job performance.
- Ability to learn the organizational procedures, and operating details of the Clean Tahoe Program.
- Knowledge of Windows, Microsoft Office, Google Suite, Quickbooks, Adobe Acrobat, and Wix website editing preferred.
- Working knowledge of the California Open Meeting Law (Ralph M. Brown Act) as well as proper meeting procedures and Robert's Rules of Order.
- Possession at the time of hire and continued uninterrupted maintenance of a California or Nevada Driver's License and safe driving record acceptable to the Program's insurance carrier.
- Knowledge or fluency of Spanish language is advantageous.

### **EXPERIENCE AND TRAINING NECESSARY:**

- Bachelor's Degree preferred but any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
- Pre-employment drug screening and a DMV printout are required.