

TRPA EXECUTIVE DIRECTOR POSITION DESCRIPTION

ORGANIZATION DESCRIPTION

The Tahoe Regional Planning Agency (TRPA) is a unique and long-standing hybrid organization -- created in 1969 by authority of an interstate compact agreement between the States of Nevada and California and ratified by the United States Congress, to protect and restore the environment of Lake Tahoe. The bi-state agency is charged with regional planning, development and redevelopment oversight, regulatory enforcement, and implementation of environmental protection and restoration programs for the Region.

The Agency is the nation's first and oldest Bi-State regional environmental authority and works to harmonize the priorities, plans, and interests of other levels of government consistent with the bi-state Compact mandates. TRPA must successfully function at the intersection of ecological restoration, sustainable economic and community development, enhanced recreation and public land access, increased participation in land management decisions by underserved communities, and other outcomes to be determined through engagement with the bi-state regional governing board and community and landscape conservation partners. TRPA organizes, oversees, and coordinates this collaborative network of nearly 100+ organizations who collectively and collaboratively implement the management measures, programs, and plans to achieve the compact's requirements under the informal governance structure of the Tahoe Region's Environmental Improvement Program.

The Agency is governed by a 15-member Governing Board, with seven elected or appointed members from each state, California and Nevada, and one non-voting representative appointed by the President of the United States.

Within its transportation planning authority, TRPA also serves as the federally mandated Metropolitan Planning Organization for the Tahoe Region. The Tahoe Metropolitan Planning Organization (TMPO) was created in 1999 to coordinate transportation planning and financial programming of transportation funding in the Lake Tahoe Region in a comprehensive and inclusive process.

The Lake Tahoe Region, and TRPA's jurisdiction, covers more than 500 square miles. Portions of five counties and an incorporated city share Lake Tahoe's shoreline and environs, creating a patchwork of jurisdictional and unique community values that TRPA was created to meld into a cohesive regional planning and implementation framework. Nearly 60,000 people live in the region, and the regional economy is grounded in outdoor recreation and tourism. The most recent estimates of visitation top 15 million people annually. The lake has been designated an Outstanding National Resource Water under the Federal Clean Water Act—making it not only the crown jewel of the Sierra Nevada Mountain range, but also a national and international treasure.

POSITION OVERVIEW

General and Strategic Leadership Responsibilities

- Provides effective, inspirational leadership externally and internally. Supports and engages staff, while ensuring adequate resources to perform the work at the highest level. Fosters a respectful

and positive work environment that attracts, retains, and motivates a diverse staff of highly qualified people. Effectively influences morale and performance.

- Recruits, develops, and engages a strong internal executive leadership team to ensure optimal operations, to support the mission, the people, and the impact of TRPA and the networked partnership.
- Develops short and long-range strategies to achieve the Compact's vision and mission ensuring transformational impact for people, ecosystems, and communities. Works with and through the Governing Board and Executive partners to achieve strategic plans, work plans, funding goals, and partnership objectives
- Engages the Governing Board collectively and individually; keeps Board members fully informed on significant issues that impact TRPA operations.
- Ensures effective execution through both Governing Board and staff. Engages Board and Staff to achieve maximum impact through shared responsibility for organizational success. Ensures operations are aligned with Board's strategic direction.
- Coordinates the interests of a politically diverse bi-state, local, and federal Governing Board that provides strategic guidance and supports a financially secure organization. Coordinates the interests of a politically diverse bi-state, local, federal, and private sector partnership that implements the Compact's strategic direction.
- Administers both a regulatory/enforcement function and leadership/administration of collaborative partnership programs and exercises seasoned judgment to know when and how to apply each strategy.
- Leads and fosters the culture of partnership and collaboration both internally and externally - internally, at all levels of the organization, including Governing Board members and staff and externally, with legislative and administration representatives and across all sectors and levels of the partnership. Solicits the views of partners, builds consensus, and seeks input from a broad network of stakeholder groups and opinion leaders that inform the Agency's and Region's strategic direction.
- Administers and operates the Tahoe Metropolitan Planning Organization (TMPO) for continued federal and state funding of the Tahoe Region's transportation plans and implementation programs.
- Effectively represents TRPA publicly at high-level and strategically important meetings and events, and with key elected officials, and academic, state and national partners. Leads and continually informs both internal and external communication work to advance the Compact and the collaborative network's impact. Delivers presentations representing TRPA and the partnership to professional audiences, stakeholders and partners, and the community.
- Stays abreast of, informed about, and involved in thought leadership while acting as a best practice leader and liaison to other collaborative landscape conservation practice networks and leadership at local, regional, national, and international levels.
- Oversees TRPA's internal operations and maintains and evolves organizational policies, procedures, and records to ensure they are in compliance with all applicable laws and standards. Develops and relies on key performance indicators to ensure effective performance feedback and the success of the organization.
- Champions and supports diversity, equity and inclusion initiatives through programs, plans, and implementation strategies within the work environment.

Financial Oversight & Direction

- Provides for strategic, long-term financial planning. Ensures the financial health of TRPA.
- Oversees and strategically leads TRPA's annual bi-state budget development process and approval, works with the Senior Leadership and Finance team to manage the organization's finances, and ensures budget allocations are in keeping with organizational priorities. Reviews and approves changes to budget as needed.
- Ensures that systems of evaluation and accountability are in place to adhere to requirements of fiscal management, contracting, and reporting.
- Tracks and sets in motion strategies to secure diverse funding sources. Works internally and with partners to develop and adapt viable funding models to meet program portfolios.
- Co-designs and implements new systems, organizational agreements, and policy development to strengthen the structure and function of TRPA's external work and internal operations.

Collaborative Leadership and Partnership Coordination

- Co-Chairs and coordinates Tahoe's collaborative landscape conservation partnership through the Environmental Improvement Program (EIP) and through the Tahoe Interagency Executives Steering Committee.
- Oversees and implements strategic funding strategies for the EIP, working with key staff and a broad network of partners.
- Works in collaboration with the EIP partners and legislative coalitions to serve as an active ambassador for EIP partnership funding proposals.
- Collaborates with agency partner leadership and executives to support science programming.
- Represents TRPA and Tahoe in regional and statewide collaborative conservation and stewardship programs.
- Fosters effective teamwork among TRPA colleagues and collaborative leadership with TRPA partners.
- Facilitates TRPA Governing Board committees and other partnership committees for effective programmatic progress and impact.
- Builds relationships and collaborates with partner agency executives and leadership to ensure successful program and project implementation as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proven leadership and professional experience in a working environment of collaboration and partnership; an ability to see the big picture, with a clear vision for the future of the agency and its mission and a responsiveness in giving direction to the Board's priorities.
- Knowledge of and familiarity with Lake Tahoe and the Tahoe basin, including an overall understanding of complex systems, and work in cross-functional capacity.
- Knowledge and experience in land use planning and development, transfers of development rights, and environmental review and mitigation systems; transportation planning and implementation; natural resource management, conservation, and restoration; socioeconomic dynamics and issues; strategic planning; budgeting, financial and grants management, and contracts administration; and capital improvement program planning and implementation.

- Strategic thinker with the ability to foresee obstacles and opportunities; exhibits situational awareness; executes strategically, uses sound judgment, takes intelligent risks, considers alternatives and consequences, tests practicality of decisions, gains diverse perspectives and can harmonize them in decision-making, solves problems and responds skillfully to pressures and change. Develops strategies to achieve organizational goals; understands both the organization's and staff's strengths and weaknesses; identifies external issues and opportunities; adapts strategy to changing conditions. Understands and considers financial and resource implications of decisions.
- Thinks creatively to solve complex issues, determines critical information, anticipates and manages problems before they escalate. Navigates through ambiguity and manages with imperfect information and around political shoals.
- Demonstrated agility to work at different scales, from technical detail to big picture perspectives, with seasoned judgment to fit the scale to the circumstance. Agility to work effectively at all levels of government and with diverse stakeholders at all levels.
- Demonstrated ability to understand key drivers, dynamics, and players having key influence within all systems.
- Exceptional interpersonal skills. Has a learning and growth mindset, maintains composure under stress, empathizes with others, is willing to seek and incorporate feedback.
- A bridge builder with excellent self-awareness and emotional control. Considers and responds appropriately in emotionally charged situations; is tactful and treats others with respect; relates effectively to others when encountering difficult situations. Inspires trust, shares credit with others, removes barriers to collaboration and success.
- Excels at written and oral communication. Is aware of context and can adapt communications to meet the needs of the circumstance. Creates and delivers high quality, effective, and clear presentations. Knows how to listen before being heard.
- Strong negotiation and conflict resolution skills with the ability to positively influence, negotiate, and inspire trust with a mix of fairness, candor, respect, ethics, and integrity. Must be a superior and personable negotiator.
- Resilient and able to adjust to challenges, obstacles and setbacks. Resets and re-establishes or changes course, as needed.
- Demonstrated experience in creating an inclusive and collaborative work environment that includes staff development, mentorship, and training.
- Demonstrated competency and ability to work successfully with diverse staff, and community members across a broad range of experiences.
- Exemplifies a spirit of teamwork. Can assemble and lead successful teams. Pitches in and contributes to achieving group goals; supports everyone's efforts to succeed; balances team and individual responsibilities.
- Mentors staff to ensure high level of professional development.
- High-quality, high-performance work ethic. Outstanding organizational, program, and project management skills. Manages teams to produce high quality products, processes, and outcomes that are complete, on time, and thorough for optimum outcomes.

DESIRED QUALIFICATIONS

BA/BS degree in planning, public policy, public administration, or a related field, graduate degree preferred, and 10+ years of related experience with increasing responsibility as a senior executive or manager.