

PROFESSIONAL PROFILE

- Management-level professional with more than 20 years of experience in natural resource policy, program administration, and grant development, and over 13 years of supervisory experience.

EDUCATION AND CERTIFICATIONS

- ❖ Master of Public Administration, University of Nevada, Las Vegas, 2006
- ❖ Bachelor of Arts in Anthropology, University of Nevada, Las Vegas, 1997
- ❖ Certificate in Contract Administration, George Washington University (ESI International), 2008
- ❖ Certificate in Non-Profit Management, University of Nevada, Las Vegas, 2000

PROFESSIONAL EXPERIENCE

Clark County Department of Environment and Sustainability, Clark County, NV

Deputy Director (*January 2019 to present*)

Provide oversight and administration for day-to-day functions of departmental programs: implementation of climate and sustainability actions, promoting economically, environmentally, and socially sustainable living practices and reducing carbon emissions, regional air quality management and pollution control program, and regional compliance with the Endangered Species Act.

- Receive and manage ~\$70 million in federal Southern Nevada Public Lands Management Act funds to implement conservation actions for threatened and endangered species.
- Successfully developed the first regional Sustainability and Climate Action Plan for Southern Nevada, outlining energy efficiency and clean energy priority actions and updating the areas regional greenhouse gas emissions inventory.
- Provide oversight to federal Environmental Protection Agency grants for air quality monitoring grants.

Texas Department of Transportation, Environmental Affairs Division, State of Texas

Director – Natural Resource Management Section (*February 2014 to January 2019*)

Managed and administered the Natural Resource Management (NRM) Section, which provides oversight and technical assistance to TxDOT districts and divisions pertaining to biological, ecological, and water resources in the context of development and implementation of transportation projects and statewide programs.

- Provide oversight to federal highway funded projects related to natural resource development and environmental clearance.
- Assist other TxDOT Districts and Divisions in developing strategic and operational plans, policies, regulations, guidance, training, procedures, and with problem resolution.
- Consult and coordinate with local, state, and federal governmental agencies, and other stakeholders, including obtaining environmental permits and regulatory approvals.

Clark County, Nevada

Senior Environmental Specialist/Senior Management Analyst – Desert Conservation Program (*March 2005 to January 2014*)

Responsibilities were directly related to managing Clark County's Multiple Species Habitat Conservation Plan (MSHCP) and incidental take permit, issued in compliance with the U.S. Federal Endangered Species Act.

- Performed program management analyses, including evaluating effectiveness of program policies, developing alternatives for consideration, and establishing new programs, processes and procedures.
- Developed and tracked biennial programmatic budgets and grant administration.
- Led contract and project management efforts, including directing the work of MSHCP staff members, developing and reviewing requests for proposals and scopes of work, writing contracts and interlocal agreements, monitoring contract/project compliance, responding to amendment requests, and evaluating project activities and effectiveness.

Senior Planner – Water Quality Program (*January 2003 to March 2005*)

Responsible for managing compliance with the federal Clean Water Act and Nevada Revised Statutes.

- Developed an annual work plan and budget for the program.
- Developed Requests for Proposals and Scopes of Work for Water Quality Management Plan(s) development, and selected, managed and tracked consultant work. Also performed technical writing and editing of plans.

SAIC (formerly Science Applications International Corporation)

Public Involvement Specialist (*2000 to 2002*)

Provided direct support of the U.S. Department of Energy, National Nuclear Security Administration Nevada Operations Office (NNSA/NV). My responsibilities directly related to the Environmental Management Program.

- Organized and coordinated public meetings, workshops, conferences, and special events.
- Developed a wide variety of communications products including planning documents, fact sheets, press releases, articles, posters, presentations, and displays.

Conservation District of Southern Nevada (CDSN)

District Coordinator (*July 1998 to September 2000*)

Assistant District Coordinator (*July 1997 to July 1998*)

- Managed, coordinated, and implemented District operations and programs.
- Researched opportunities for grant funding, prepared proposals, administered contracts, including project tracking and reporting.