What is an ITRC Team Leader?

The Interstate Technology and Regulatory Council (ITRC) is a state-led environmental coalition working to create innovative solutions and best management practices. ITRC produces documents and training through ITRC Teams that broaden and deepen technical knowledge and expedite quality regulatory decision making while protecting human health and the environment.

Each ITRC Team is led by two Team Leaders and supported by a Team Program Advisor, the ITRC Team Leader Liaison, and ITRC staff. Serving as a Team Leader for an ITRC Project requires a substantial allocation of time and energy, and strong management, communication, and collaboration skills. It is crucial that the Team Leaders and Program Advisors for an ITRC Project present a united and consistent front to the team members during the product life cycle. While having technical subject matter experience is important it does not automatically translate to managing a large and diverse team.

ITRC Team Leaders must be employees of a state environmental agency and have the approval of their state agency and management to participate in the role. All Team Leaders are approved by the ITRC Board of Advisors and must adhere to the ITRC Governance Document, and policies and procedures for ITRC Team planning and management.

What are your responsibilities?

- Working with the Program Advisor to develop and maintain the required project work plan, schedule, meeting announcements, agendas, and summaries.
- Assigning and managing the development of deliverables, including but not limited to writing assignments and training materials.
- Managing and attending regular virtual and in-person meetings.
- Ensuring team members are focused on their roles and responsibilities.
- Ensuring all project deadlines are met and deliverables meet ITRC’s standards and requirements.
- Participating in planning and strategy meetings with the Program Advisor and ITRC staff.
- Recruiting and managing team members based upon needed expertise.
- Providing periodic progress updates to the ITRC Board of Advisors or the Director.
- Working with ITRC staff to develop marketing and outreach materials for the team.
- Identifying outreach and training opportunities.

What are your skills and experiences?

- Strong communication and collaboration skills.
- Management, organizational and delegation skills.
- Conflict resolution and problem-solving skills.
- Coaching and mentoring.
- Subject matter expertise.
- Experience working on past ITRC Teams.

If you are interested in participating as a project Team Leader or have any questions about the role, contact Charles Reyes, ITRC Director (creyes@ecos.org), or Claudio Sorrentino, ITRC Team Leader Liaison (Claudio.Sorrentino@dtsc.ca.gov).