

San Francisco Bay Conservation and Development Commission

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C.E.A. A EXAMINATION

Career Executive Assignment

Department: San Francisco Bay Conservation and Development Commission (BCDC)
www.bcdc.ca.gov

Salary: \$6,913--\$9,937 (CEA Level A)

Position Title: Planning Program Director

Final Filing Date: Applications must be **RECEIVED** in the Coastal Commission's Human Resources Office by 5:00 p.m., Friday, **October 6, 2017**. Applications received after the final filing date will not be accepted.

About Us: The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State agency located in San Francisco's Civic Center. BCDC has planning and regulatory responsibility over development in San Francisco Bay and along the Bay's nine-county shoreline. BCDC is guided in its decisions by its laws, the McAteer-Petris Act and the Suisun Marsh Preservation Act, its *San Francisco Bay Plan*, and other special plans for specific areas around the Bay.

Duties and Responsibilities: Under the general direction of the Executive Director and the Chief Deputy Director, the Planning Program Director provides executive level leadership for BCDC and manages the Commission's Planning programs. BCDC's Planning program objectives include protecting, preserving and balancing the ecological, economic and societal interests associated with the Bay and its shoreline communities and leading and partnering on resilience planning in the region.

**Desirable
Qualifications:**

- Knowledge of land use planning, transportation planning, infrastructure planning, resource management, architecture, landscape architecture and civil engineering;
- Knowledge of federal and state environmental, land use, and administrative laws;
- Experience with grant and contract management, development and realignment of working budgets, using multiple sources of funding to develop detailed staffing plans to achieve agency objectives, ensure the completion of grant and contract obligations and advance state and regional goals;
- Ability to navigate, negotiate and build consensus among the region’s many issues and stakeholders;
- Ability to lead and provide guidance for the planning team that ensures that the team’s work and members are motivated, supported, have the appropriate resources to do high-quality work;
- Ability to develop and track multiple programs and projects, and provide the appropriate level of staff resources to ensure that project and program objectives and deliverables are met;
- Ability to motivate professionals and support staff to produce high quality work on time and to assure that short-term deadlines are met and long-term deadlines are not compromised;
- Ability to negotiate effectively with project proponents, members of the public, diverse stakeholders, aggrieved parties and the staff of other agencies to achieve assigned objectives quickly, smoothly and efficiently.

**Additional
Minimum
Qualifications:**

In addition, applicants must satisfy the following minimum qualifications.

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government, including the organizations and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program and development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

2. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; and prepare and review reports, and effectively contribute to the Department's or Agency's equal employment opportunity objectives.

Knowledge and abilities are expected to have been obtained from supervisory and/or administrative experience in a line or staff activity including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer in State service, other government settings, non-governmental organizations or in a private organization.)

**Personal
Characteristics:**

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of BCDC's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

**Examination
Information:**

Applications and Statements of Qualifications will be screened on the minimum and desirable qualifications, as stated in this announcement. Job-related criteria will be used to comparatively rank qualified candidates. It is, therefore, critical that applicants fully describe their education and specific experience applicable to these standards. A minimum rating of 70 percent must be attained for list eligibility.

Examination interviews may be conducted **the week of October 9, 2017.**

All candidates will be notified in writing of the examination results. The results of this examination will be used to fill this position and may be used to refill the position should a vacancy occur within the next year.

Required Submittals:

Send the following to the Human Resources Office, California Coastal Commission (which performs BCDC’s personnel work):

- Standard State application form 678¹ (indicate Planning Program Director in the Examination or Job Title section on the application form), with a resume, and
 - A Statement of Qualifications, which should be typed, and no more than two pages in length. The Statement is a narrative discussion of how the candidate’s education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. This Statement serves as documentation of each candidate’s ability to present information clearly and concisely in writing. Resumes do not take the place of the Statement of Qualifications.
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Submittal Address and Questions About the Examination Process:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
Attn: Melanie Wong, Chief of Human Resources
(415) 904-9446 or melanie.wong@coastal.ca.gov

Questions About the Position:

Contact Larry Goldzband, Executive Director
(415) 352-3653
larry.goldzband@bcdcc.ca.gov

Special Interview Arrangements:

If you have a disability and need special interview arrangements, please mark the appropriate box in item 2 of the application. You will be contacted to make specific arrangements. TDD for the hearing-impaired (415) 597-5885.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

9/8/17

¹ The application form #678 is available on our website at: <http://www.bcdc.ca.gov/employment/>