

JOB ANNOUNCEMENT

BCDC Planning Program Manager

(Coastal Program Manager)

Full-Time, Permanent Position

Revised April 7, 2017

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 and around the San Francisco Bay, one of the most urbanized estuaries in North America. BCDC is guided in its decisions by its laws (the McAtteer-Petris Act and the Suisun Marsh Preservation Act), the San Francisco Bay Plan and Suisun Marsh Preservation Plan, and various special area plans.

Who We Want. The Planning Program Manager will direct the work of a team of planning division staff working on a variety of projects and programs and personally perform the most difficult and complex work, including leading large projects and programs, such as the Adapting to Rising Tides (ART) Program and mentoring and supervising and guiding staff work on such efforts.

The Position. The Planning Program Manager supervises four planning division staff, coordinates and partners with the Environmental Scientist Supervisor, manages programs, represents the planning division internally and externally, provides planning services to the regulatory division, and assists the Planning Program Director with implementation of policy, communication and outreach, management of budgets and resources, division direction, staff mentorship and development of internal and external products, outcomes and approaches. The Planning Program Manager also serves as the lead staff person on the most difficult and complex policy and planning work within the planning division.

Desirable Qualifications. This position requires experience with supervising staff, managing and leading large projects, managing programs, leading a team of staff, managing stakeholder and public processes, using a variety of information, data, findings and input to develop policy based on the best available science and using best practices for stakeholder and public engagement. Knowledge of California laws, policies and programs; federal and state coastal laws, policies and issues; hazard mitigation and climate adaptation planning; and general planning principles is very beneficial. The position also requires knowledge of the functions and relationships of federal, state, county and city governments, as well as regional councils of government and special districts.

The incumbent must have strong leadership qualities, effective communication skills, ability to motivate staff to work cooperatively toward achieving outcomes, ability to promote and maintain staff morale, initiative in organizing planning division programs and large projects including staff assignments, budgets, work plans and grant management, and knowledge of office procedures and personnel rules.

Term and Salary. The Coastal Program Manager (CPM) is a full-time, permanent, position with a salary range of \$6,005 to \$7,462 per month depending on qualifications and experience.

Eligibility. To apply, you must be eligible for appointment to the California civil service classification of Coastal Program Manager (CPM) or equivalent classification. Current state employees or former state employees with transfer or reinstatement rights at the CPM level or a comparable classification and eligible individuals on the CPM lists are encouraged to apply. **(Please note that in order to be eligible for transfer or reinstatement, applicants must meet the minimum qualifications of the Coastal Program Manager classification.)**

Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

Applying for the Job. The job opening is at the San Francisco Bay Conservation and Development Commission, however the California Coastal Commission handles BCDC's personnel work. Therefore, to apply, please submit a current resume with references, State Application Form 678 (available at www.jobs.ca.gov), and writing sample to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, California 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

Filing. The position will be open until filled, but applications received by 5:00 PM, **April 14, 2017**, will be given first priority for consideration. We would like to fill this position as soon as possible and will be scheduling interviewing immediately after this deadline. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses are offered. For additional information about BCDC, see our website at www.bcdc.ca.gov.