

# San Francisco Bay Conservation and Development Commission

455 Golden Gate Avenue, Suite 10600, San Francisco, California 94102 tel 415 352 3600 fax 415 352 3606

## Job Opportunity

### Director of Administrative and Technology Services

(Staff Services Manager II - Managerial)

<b>Department:</b>	San Francisco Bay Conservation and Development Commission (BCDC)
<b>Classification</b>	Staff Services Manager II (Managerial)
<b>Working Title</b>	Director of Administrative and Technology Services
<b>Salary:</b>	\$ 6,913 – \$7,853 per month
<b>Bargaining Unit:</b>	This position is excluded from Collective Bargaining.
<b>About Us:</b>	<p>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 regulatory and planning authority over development in San Francisco Bay and along the Bay's nine-county shoreline. Our staff of 42 planners, analysts, engineers, architect's, attorneys, designers and others take pride in their high level of professionalism and dedication.</p>
<b>Department Website:</b>	<a href="http://www.bcdc.ca.gov">www.bcdc.ca.gov</a>
<b>Duties and Responsibilities</b>	<p>The position of Director of Administrative and Technology Services reports to the Executive Director.</p> <p>Incumbent supervises and manages all administrative functions including financial (accounting and budgets), business services, contracts, human resources, labor relations, records management and information technology; represents the Commission on issues related to administration; and personally, performs the more complex and sensitive assignments.</p> <p>This position, as part of the Senior Staff, plans, organizes and directs administrative support services for the Commission and entities under its administrative domain. The position has oversight of the Commission's budget and accounting, including annual budget, budget change proposals, budget revisions, projections, year-end closing; working with Department of Finance, Legislative Analyst Office and Legislature. These services are essential for the Commission to accomplish its mission and to meet requirements of control agencies and the Legislature. This work is accomplished through the supervision of a small team of analysts.</p> <p>Other administrative responsibilities include grant administration, financial tracking, and reporting to state and federal grant makers. Serves as Commission secretary and helps conduct semi-monthly Commission meetings.</p>



**Desirable  
Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

The ideal candidate will have a strong mix of organizational, supervisory, and leadership skills: Ability to communicate confidently, clearly, both verbally and in writing; Excellent interpersonal skills and effective at building/maintaining relationships at all levels; Advanced analytical and problem solving skills; Values teamwork and fosters a collaborative environment; Ability and willingness to work closely with the other members of BCDC's senior staff, including the Executive Director.

Ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following: knowledge of the organization and functions of the California State Government including the organization 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 development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; 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 actions; prepare and review reports; and effectively contribute to the Commissions mission; strong written and verbal communications skills, strong negotiating and budgeting skills; and the ability to represent the Commission effectively-both internally and externally. Familiarity with the Apple Macintosh System is desirable. Experience in functioning at the executive decision-making level as part of a policy team; and knowledge of State Policy as it applies to administration and ensure proper compliance.

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**Who We Want:**

We are looking for someone who enjoys working with a variety of people and on a variety of different projects, you should have a talent for administrative work, be energetic and creative, have strong speaking and writing skills, enjoy networking, like to solve problems, work independently, and work well when facing deadlines.

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**Who May Apply:**

Current or former State employees at the Staff Services Manager II (Managerial) level and individuals who have Staff Services Manager II (Managerial) list eligibility may apply. State employees currently on SROA lists or employed by a surplus department are encouraged to apply. Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, and reinstatement) on the State Applications.

Applicants must meet the Minimum Qualifications for Staff Services Manager II (Managerial) as stated in the Classification Specification. <http://www.calhr.ca.gov/state-hr-professionals/Pages/4800.aspx>

All applications will be reviewed; however, only the most qualified candidates will be interviewed.

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**How to Apply:**

Applications received or postmarked by **Friday, May 4, 2018** will receive first priority for consideration.

Complete an Application Package (including your Examination/Employment Application (STD 678) and applicable or required documents). Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below.

We expect to fill the position as soon as possible – so it is important to file your application package immediately. We will be accepting applications until the position is filled. To apply, please send your Application Form #678 (indicate *Staff Service Manager II (Managerial)* in the Examination or Job Title section on the application form), resume and statement of qualifications.

The application form is available on the Internet at [www.jobs.ca.gov](http://www.jobs.ca.gov)

For additional information about BCDC, please visit the Commission’s website at [www.bcdc.ca.gov](http://www.bcdc.ca.gov). For more information about the application process, contact [HumanResource@coastal.ca.gov](mailto:HumanResource@coastal.ca.gov) or call Human Resources at (415) 904-5430. For more information about the position, contact Larry Goldzband, Executive Director by e-mail at: [Larry.Goldzband@bcdc.ca.gov](mailto:Larry.Goldzband@bcdc.ca.gov).

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**Address for Mailing and/or Drop-off Application Packages:**

Human Resources Office  
California Coastal Commission  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
Phone: (415) 904-5430  
Fax: (415) 904-5482  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

Applications can also be sent through the CalCareers website, [www.jobs.ca.gov](http://www.jobs.ca.gov).

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**Required Application Documents:**

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

Please submit the following items with your application package. Applicants who do not submit the required items may not be considered for this job:

- **CA State Employment Application (STD 678)** (when not applying electronically through CalCareers at [www.jobs.ca.gov](http://www.jobs.ca.gov)) All Experience and Education relating to the requirements listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- **Statement of Qualifications (SOQ):** Interested individuals MUST submit a Statement of Qualifications along with their application. The Statement is a narrative discussion of how the candidate’s education, training, experience, and skills meet the desirable qualifications and demonstrate the candidate’s ability to perform the job duties listed in this bulletin. The Statement of Qualifications serves as a documentation of each candidate’s ability to present information clearly and concisely in writing and should be no longer than two (2) pages in length, single-spaced, 12pt. font.

Your SOQ should address the following: “*Desirable Qualifications*” listed in this job posting.

This Statement serves as documentation of each candidate’s ability to present information clearly and concisely in writing.

- **Resume** is required and must be included.

**Please note: Incomplete application packets received will NOT be considered.**

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**Becoming List  
Eligible for Staff  
Services Manager II  
(Managerial)**

If you are not on a current list for Staff Services Manager II (Managerial), click [here](#) to link to the Staff Services Manager II (Managerial) Exam.

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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.

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