



California Coastal Commission

JOB ANNOUNCEMENT

COASTAL PROGRAM MANAGER

NORTH COAST

ARCATA

FULL TIME, PERMANENT

The California Coastal Commission is offering an exciting opportunity to participate in planning and regulating development on California's dramatic and resource-rich North Coast. The North Central Coast office has responsibility for carrying out requirements of the California Coastal Act in Del Norte, Humboldt, and Mendocino Counties. This is a management position with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the North Central Coast District including project management, coordination with other agency units (e.g., legal, enforcement, technical services), participating in agency-wide senior staff meetings and coordination, external communications outside the District, as well as backup coverage of the Deputy Director responsibilities as required. Oversight, review, writing and editing of staff recommendations are required. In addition, attendance at certain Coastal Commission meetings and making staff presentations will be required. The person in this position will supervise the District staff, reporting directly to the Deputy Director. This position is located in the North Coast District Office in Arcata.

The North Coast District staff is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and certain other areas where the Coastal Commission maintains coastal permitting authority. The District staff is responsible for monitoring and assisting the coastal permitting programs of the ten coastal jurisdictions (cities and counties) included in the four North Coast District counties. Responsibilities of the North Coast District staff also include the review of local government coastal development permits that are appealed to the Coastal Commission. In addition to the regulatory program, the District staff is responsible for the review of Local Coastal Program submittals from the ten North Coast jurisdictions. Due to the size of the District, a significant amount of travel and fieldwork is required.

The Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations

The duties of the Coastal Program Manager will include the following:

- Supervise the Local Coastal Program and coastal permit-related work of the North Coast District staff, ensuring that applicable deadlines are met.
- Personally analyze the more complex coastal permit applications and Local Coastal Program submittals and assist in preparation of the most complex staff reports for action by the Coastal Commission.
- Work with North Coast District staff to monitor the coastal regulatory and planning programs of cities and counties in the District and participate through means such as commenting on proposed developments under review at the local level and assisting local government planners in interpretation of Coastal Act and Local Coastal Program policies.
- Provide information to the Enforcement unit regarding potential violations of the Coastal Act and/or coastal permits and work with the Enforcement unit on the resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation. Major focus of this position will be on Local Coastal Programs and work with local governments.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.

- Provide backup coverage of North Coast Deputy Director responsibilities, including participation at Commission hearings, as required.

Desired skills and abilities:

- Knowledge of supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge of land use planning and regulatory techniques.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Knowledge of the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- Ability to analyze information, creatively explore alternative approaches, and develop defensible policy positions.
- Excellent communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.
- Knowledge of the impacts of development on typical North Coast resources, such as wetlands, streams, agricultural and rural lands, natural shorelines and beaches, dunes, public views and other coastal resources (such as no and low cost visitor opportunities, public rights-of-way, etc.).
- Knowledge of a broad range of resource protection laws and policies.
- Advanced degree in environmental, land use or regional planning or law or related field.
- Solid experience working with Local Coastal Programs and Coastal Development Permits.
- Time management and computer skills including the ability to use data base management systems.

ELIGIBILITY: Individuals on the Coastal Program Manager eligible list may apply. Current state employees or former state employees with transfer or reinstatement rights at the Coastal Program Manager level may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Coastal Program Manager classification.) Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Title section on the State Application Form 678.

SALARY: Coastal Program Manager \$7,028 – \$8,732 per month

CONTACT: For information about the position, contact Kate Huckelbridge, Deputy Director, at Kate.Huckelbridge@coastal.ca.gov (preferred) or (415) 904-5240.

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or HumanResources@coastal.ca.gov.

BENEFITS: For a list of benefits, click here: [Benefits Summary](#)

FILING: Final filing date: November 25, 2021. We would like to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be offered. Submit a current resume, a State Application Form 678 (available at www.jobs.ca.gov) and a brief writing sample (5 pages or less) to:

Human Resources Office
California Coastal Commission
455 Market Street, Suite 300
San Francisco, CA 94105–2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

Please indicate “Coastal Program Manager, North Coast” in the Examination or Job Title section on the State Application Form 678.

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US OR CALL THE ABOVE NUMBERS.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711