

# JOB ANNOUNCEMENT

## BCDC CHIEF OF PERMITS

### (Coastal Program Manager)

Full-Time, Permanent Position

September 19, 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 McAteer-Petris Act and the Suisun Marsh Preservation Act), the San Francisco Bay Plan and Suisun Marsh Preservation Plan, and various special area plans. BCDC is offering an exciting opportunity to manage the permitting of a variety of shoreline projects, including commercial, office and residential projects, wetland restoration, flood protection, seaport development and other projects. BCDC is committed to hiring and developing top talent. Employees are expected to challenge and to be challenged, to analyze, evaluate, create, lead and innovate.

**Who We Want.** You must be forward-thinking, flexible and able to deal with many requests at the same time. It is essential that you possess the ability to manage a small, multi-disciplinary team that is working in a rapidly changing regulatory environment. We are looking for someone with good judgment, leadership qualities, negotiation skills, the ability to apply laws and policies in a well-reasoned, equitable and creative way, enthusiasm, and knowledge of San Francisco Bay resources. This role requires communication with BCDC executive staff, management, and rank and file staff, as well as permit applicants, project stakeholders and other government agencies. We are looking for a person who enjoys training, teaching, empowering and evaluating staff so as to build and lead a strong, motivated team capable of consistently delivering high quality products on time.

**Term and Salary.** The Coastal Program Manager (CPM) is a full-time, permanent, position with a salary range of \$6,245 to \$7,760 per month.

**The duties of the Chief of Permits include:**

- Supervise, direct, evaluate, recruit, hire, and train a current staff of six (6) employees.
- Write and review correspondence, a variety of staff reports for the Commission and stakeholders, permits, and other documents for clarity, logic, accuracy, thoroughness, and detail, and to ensure consistency with the Commission's laws, policies, and regulations.
- Make verbal presentations to various audiences, including the Commission, and at meetings and workshops with local, state, federal government and non-governmental stakeholders.
- Prepare for and lead weekly permit staff meetings.
- Develop and implement programmatic changes to BCDC's permit unit and regulatory systems.
- Attend and serve as the lead permit unit manager at the Commission's advisory board meetings (e.g., Design Review Board and Engineering Criteria Review Board).

- Represent the Regulatory Program Director, the Commission, and the Permit Staff, as directed and as necessary

For more information about this position, contact BCDC's Regulatory Director Brad McCrea at [Brad.McCrea@bcdc.ca.gov](mailto:Brad.McCrea@bcdc.ca.gov) or (415) 352-3615.

### **Desirable Skills and Abilities**

- Possesses strong familiarity with or knowledge of local, state and federal laws, policies, and regulations, and trends regarding land use and coastal management, including climate change and sea level rise.
- Writes, speaks, and presents arguments analytically, logically, thoroughly, and creatively with arguments and points based in the law, policies, and regulations of concern to the Commission.
- Flexible and able to adjust to situations and issues warranting immediate attention and resolution.
- Familiarity with natural resource management, urban design, public access design, sea level rise management and planning, ecological principles, and other disciplines related to land use and coastal management.
- Knowledge of the objectives of Equal Opportunity Employment (EEO) and a supervisor's role in EEO and the processes available to meet EEO objectives.
- Familiarity with public policy development and the functions of federal, state, regional, and local governments and special districts.

**Eligibility.** To apply, you must be eligible for appointment to the California civil service classification of Coastal Program Manager (CPM). 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, a State Application Form 678 (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)), professional references and a brief writing sample (5 pages or less) 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](mailto:HumanResources@coastal.ca.gov)

**Filing.** The position will be open until filled, but applications received by 5:00 PM, **October 12, 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 will be offered. For additional information about BCDC, see our website at [www.bcdc.ca.gov](http://www.bcdc.ca.gov).