



## **JOB ANNOUNCEMENT**

### **STATE COASTAL CONSERVANCY**

**Title: PUBLIC LAND MANAGER II**

**Salary: \$7090.00 - \$8048.00**

Posted: October 15, 2015

The State Coastal Conservancy is a non-regulatory state agency located in Downtown Oakland that works with public agencies and non-governmental organizations to protect and enhance natural resources, and to improve public access to the California Coast and the San Francisco Bay Area.

**JOB DESCRIPTION:** Under the general direction of the Executive Officer, the San Francisco Bay Area Regional Public Land Manager II serves as the regional manager for the nine-county San Francisco Bay Area Conservancy Program. Overall responsibilities include program policy development and implementation; strategic planning, program budget funding allocation, staff resource allocation, workload allocation, and supervision of 9 subordinate project staff.

- Prepares budgetary needs statement for upcoming fiscal year and tracks available and allocated Conservancy funding within the region.
- Provides leadership and oversight on sensitive property acquisition negotiations and complex habitat restoration, public access, agricultural protection, and climate adaptation project planning and implementation.
- Recruits, hires, supervises, supports, and motivates staff managing many different projects throughout the region, provides professional development support, and takes disciplinary action as necessary.
- Develops strategies and evaluates progress implementing the strategic goals and objectives of the agency within the Bay Area.
- Meets with legislators and local elected officials regarding projects within their jurisdictions.
- Consults with the Executive Officer regarding matters of agency-wide importance.
- Coordinates projects and programs with various local, state, regional, and federal organizations.
- Attends public meetings, hearings, conferences and other public forums to present information regarding the Conservancy and topics of interest to the Conservancy.
- Serves on various boards and executive committees within the San Francisco Bay Region including the Integrated Regional Water Management Program's Coordinating Committee, San Francisco Bay Joint Venture's Management Board, Bay Area Open Space Council's Advisory Council, and San Francisco Estuary Partnership's Implementation Committee.
- Participates in Conservancy management team to support strategic planning, help set agency policy direction, provide input on agency goals and objectives, and improve operations of the Conservancy.
- Ensures that projects selected for funding achieve agency-wide goals and objectives as well as regional program criteria and works with staff to solicit and develop projects and present them to the Conservancy board.
- Provides information to and works with federal legislators, representing and advocating the Conservancy's interests to gain federal project funding.
- Develops and maintains strong relationships with private foundations in order to achieve additional funding for high priority projects.

### **DESIRED KNOWLEDGE AND EXPERIENCE:**

- Experience managing staff and working with other managers to implement the goals and objectives of an organization.
- Strong written and verbal communication skills.
- Strong interpersonal skills.
- Demonstrated ability to take initiative and work independently.
- Knowledge of the principles and practices of environmental planning and science in order to develop regional plans and programs, and plan and implement complex natural resource projects.
- Experience managing complex land or water conservation projects and public access projects.
- An understanding of projected climate change impacts to natural resources and communities and potential adaptation strategies.
- Knowledge of the principles and practices of economics, architectural design, and construction in order to evaluate the feasibility of natural resource and public access projects, including sensitively integrating human-made features into the natural environment.
- Experience with property management to ensure stewardship of State investments.
- Knowledge of strategies for protection and stewardship of agricultural lands.
- Experience with public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Conservancy programs and projects.
- Experience applying for and managing grant funds from private, State and Federal grant programs.
- Experience working with State and Federal environmental regulatory agencies and knowledge of environmental policies and regulations, including CEQA.
- Experience working with local, State, and Federal elected officials.
- Knowledge of the workings of and relationships between local, regional, State, Federal, and private agencies and organizations in the Bay Area.
- Willing to travel multiple times each month, sometimes staying overnight.

#### **WHO MAY APPLY:**

Individuals with list, transfer, or reinstatement eligibility to the Staff Services Manager III and/or Public Land Manager II classifications may apply. The Staff Services Manager III (Supervisory) list will serve as the appropriate list to hire into the Public Land Manager II classification. All methods of appointment may be considered. Applications will be screened and only the most competitive candidates will be invited for an interview. SROA/surplus/reemployment employees are encouraged to apply. Surplus candidates must attach a copy of their surplus letter.

#### **HOW TO APPLY/FILING INSTRUCTIONS:**

**Step 1.** If you do not have current list eligibility or transfer eligibility, you must take the Staff Services Manager III online exam at the California Department of Human Resources website, <https://jobs.ca.gov/Bulletin/Bulletin/Index?examCD=9PB17> . Please print the examination score page upon completion of the exam and submit it with you application and SOQ.

**Step 2.** All interested applicants must submit a standard State Application Form STD 678 with original signature. The job title/classification Public Land Manager II, position number 536-100-4372-002 and basis of your eligibility must be clearly stated in the “Examinations or job title(s) for which you are applying” section of the state application. If applicable, please attach a copy of the examination score page from the SSM III examination score page.

**Step 3.** Develop a Statement of Qualification (SOQ) to respond to the following. The SOQ must be no more than two pages, with Arial font at least size 10, and at least one-half inch margins. Describe your experience:

1. Managing or leading a team of people to develop, plan, and implement a new program related to natural resource conservation.
2. Developing, leading and implementing a natural resource enhancement or public access project with multiple technical and sensitive political issues.
3. Organizing and facilitating stakeholder meetings, explaining project process and benefits, responding to concerns and issues from stakeholders and gaining consensus.
4. Successfully working with project partners to perform vulnerability analyses and consider strategies for adapting to sea level rise and other climate change impacts.
5. Developing budgets for programs or projects, analyzing funding needs for various tasks or projects, tracking expenditures and remaining funds, leveraging funding from private, state and federal sources, and working with others to apply for external grants.
6. Developing strategic plans with measurable objectives related to natural resource conservation and working with other staff to develop projects and ventures to achieve strategic plan goals and objectives.

Applications, SOQs and examination results, if applicable, must be POSTMARKED by the final filing date or received at: State Coastal Conservancy, 1330 Broadway 13th Floor, Personnel Office, Oakland, CA 94612, Attn: Demi Hernandez, by close of business on the final filing date of November 03, 2015. Faxed or emailed applications will not be accepted.

*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.*