



## Job Announcement

Executive Officer/California Coastal Conservancy (0288)

**\$11,867 - \$13,219 -- Monthly**

**Application Deadline: Friday, August 27, 2021**

### Mission Statement

The Coastal Conservancy is a state agency, established in 1976, to protect and improve natural lands and waterways, expand public access for all to enjoy the outdoors, and sustain local economies along the length of California's coast and around San Francisco Bay. The Conservancy, along with the Coastal Commission and the Bay Conservation and Development Commission comprise California's federally approved Coastal Management Program.

**Projects:** The Coastal Conservancy is actively supporting hundreds of projects in coastal counties inland and along the coast and around the San Francisco Bay Area.

**Climate:** Climate change is having profound impacts on California's coastal resources. The Coastal Conservancy is leading many efforts to increase resiliency, prepare for and reduce these impacts.

**Equity:** The Coastal Conservancy is an active partner in efforts to support projects that promote equitable project outcomes for all Californians, especially under-served and/or frontline communities.

### Duties

The Executive Officer (EO) of the State Coastal Conservancy is appointed by, and is directly responsible to, a seven-member board consisting of four members of the public appointed by the Governor (2), Speaker of the Assembly (1) and State Senate Rules Committee (1), the California Coastal Commission Chair, the Natural Resources Agency Secretary, and the Director of Finance. The Executive Officer, in collaboration and cooperation with the Board is Responsible for planning, organizing, directing, and administering the functions of the Coastal Conservancy.

**Manage and lead the Coastal Conservancy staff** of 70, including eight direct reports.

**Serve as the Executive Officer (EO) of San Francisco Bay Restoration Authority**, which has a \$25 million per year budget for habitat restoration along the shoreline of San Francisco Bay. The Executive Officer is the face with the public, to the press, other government entities and NGO's. The Executive Officer, in cooperation with the Board is Responsible for planning, organizing, directing, and administering the functions of the Restoration Authority including supervising the staff.

**Prioritize and approve expenditure of the Coastal Conservancy budget** averaging \$70 million per year and consisting of bond funds, special funds, non-governmental funds, federal funds, and reimbursements for legislatively mandated programs. Manage an average of \$20 million annually in federal grants.

**Develop and maintain relationships with external entities.** This includes community-based groups, non-profit organizations, local governments, mayors, city council members, county supervisors, city managers, state and federal legislators and other appointed and elected officials, making presentations, attending project openings, ribbon cutting ceremonies and other public events.

**Serve on the boards** of Santa Monica Mountains Conservancy, Los Cerritos Wetlands Authority, Baldwin Hills Conservancy, Moro Bay National Estuary Program, and the Santa Monica Bay Restoration Commission.

1515 Clay Street, 10<sup>th</sup> Floor  
Oakland, California 94612-1401  
SCC.ca.gov  
510-286-1015 Fax: 510-286-0470

## Desired Qualifications

- Substantial progressive experience with executive-level leadership, management, and problem-solving, especially past success in working for a board and/or commission on complex issues.
- Integrity, reliability, and accountability. Demonstrated track record of using good judgment and making sound decisions in challenging, sensitive, or complex situations with tact, diplomacy, inclusion, and discretion.
- Successful experience managing a diverse, inclusive workplace. Ability to promote inclusive and transparent internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals.
- Demonstrated ability to promote project partnerships with community groups, including historically underrepresented constituencies.
- Demonstrated ability to successfully represent the State Coastal Conservancy and the San Francisco Bay Restoration Authority as spokesperson in meetings and contacts with top-level managers, private and public sector representatives, the Legislature, Governor's Office, and state, federal, and local government agencies, to the news media and keep them apprised of significant issues or concerns. Able to prepare replies to difficult and complicated correspondence, including letters for signature by superiors.
- Experience developing and maintaining effective working relationships with federal, state, and local stakeholders.
- Experience with public speaking and ability to deliver speeches and presentations on sensitive, technically complex, and controversial subject matters, in front of diverse audiences and in public settings.
- Able to communicate effectively with individuals from varied experiences, perspectives, and backgrounds, which may involve some exposure to adversarial conditions.
- Able to write, edit and advise other Coastal Conservancy senior staff members on engaging document preparation and oral presentations.
- Ability to encourage and support participation of other agency officials as speakers before public groups, social media or on radio and television newscasts or other programs. Ability to collect, evaluate, and distribute information from outside sources to the Coastal Conservancy staff
- Self-motivated.

## Application Process

This is an exempt executive assignment (at-will) position, non-tenured, full time, and is appointed by the State Coastal Conservancy Board, per California law in Division 21 of the Public Resources Code. Section 31103 of Division 21.

All applicants must provide a State of CA application (std. 672), resume and a Statement of Qualifications (SOQ), through the CalCareer page at: <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=239396> or mail to State Coastal Conservancy, Attn: Johanna Collins, HR Officer, 1515 Clay Street, 10<sup>th</sup> Floor, Oakland, CA 94612, no later than the application deadline, **Friday, August 27, 2021**.

The SOQ must be no more than three (3) pages, with Arial font at least size 10, at least one-half inch margins and with the questions written above your response, along with your name. Failure to include an SOQ will disqualify you from consideration.

A resume in lieu of the SOQ responses to the questions below, will disqualify an applicant from consideration. A standard or generic SOQ will also disqualify an applicant from consideration.

1. How would you describe your management style? Please provide at least two examples of how this style has been effective throughout your career.
2. What ideas do you have for promoting workforce diversity at the Coastal Conservancy and expanding the Coastal Conservancy's outreach? How would you promote and maintain diversity across the breadth and depth of the agency?
3. What experience do you have with financial management, identifying funding sources, building, and maintaining a healthy budget in the CA State system?
4. What experience do you have representing an agency before a governing body? What experience do you have interacting with control agencies within government and with the Legislature?
5. Describe at least two situations where you served in a leadership role and/or motivated others toward the accomplishment of a goal. What was involved, what did you do, and what was the outcome?

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