

COASTAL PROGRAM MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, administers and coordinates coastal-related programs and permitting activities including, but not limited to, those related to sand transport and replenishment, coastal habitat restoration, coastal resiliency planning, coastal revetment management and permitting, and river/creek maintenance and restoration efforts in accordance with federal and state regulations, local laws and policies. Provides support, coordination, and professional management relating to coastal issues and resource management in carrying out the City's goals to protect the community's coastal resources, including its unique natural areas, beaches, coastal properties and infrastructure. Performs regulatory, technical, managerial, and administrative work in this specific functional area.

CLASS CHARACTERISTICS

This is the program management and single incumbent classification. Performs professional work concerned with the conservation, enhancement and development of coastal and ocean resources and regulating the uses of land or water in City's coastal zone. This work is accomplished by planning, regulating and managing uses of coastal resources in the coastal zone. Incumbents at this level may supervise staff.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Identifies and coordinates the implementation of new and existing strategies for managing at risk coastal resources.

Develops and implements coastal management plans and policies, including strategies for managing sea level rise

Provides guidance and serves as a resource to residents, staff and the public about coastal issues, processes, and projects.

Manages the City's sand replenishment program.

Assists with implementing the City's Climate Action Plan and Local Coastal Program as they related to coastal planning issues.

Coordinates with regulatory boards, commissions and agencies such as SANDAG, the Coastal Commission, State Parks, State Coastal Conservancy and Army Corp of Engineers.

Coordinates, compiles, conducts and submits reports to necessary agencies and City officials.

Seeks out and applies for grants pertaining to coastal and marine issues.

Reviews requests from City departments, commissions, or agencies for information, guidance, or recommendations regarding coastal impacts.

Provides information and technical assistance on coastal and environmental matters.

Researches and conducts on-site evaluations, field inspections and reports findings and prepares reports as needed or required.

Builds relationships with landowners, neighborhood associations, Federal and State agencies.

Assures compliance with rules and regulations for beach and coastal areas.

Acts as liaison with other departments, boards, and the general public and provides technical assistance to commissions and officials on coastal issues.

Prepares requests for proposals and quotes, participating in consultant selection activities.

Recommends changes to regulations relative to coastal issues.

Keeps current by attending training sessions/workshops as appropriate.

Prepares reports, correspondence, presentations, and other written material for City officials.

Assists in preparation of operating budget and other annual reports.

Proposes, writes, and/or sets up contracts, agreements, grants and managing CIP programs.

Makes presentations at City Council, regulatory agency and/or community meetings.

Administers assigned programs, agreements, and/or projects.

Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Coastal permitting processes and regulations.
- Coastal Zone Management Act and local zoning laws.
- Principles and practices of supervision.
- Principles and practices of report preparation.
- Pertinent Federal, State and local laws, codes and regulations including zoning and environmental.
- Issues related to the marine environment, cycles of sand deposition and erosion, sand replenishment programs.

- Causes and impacts of sea level rise and knowledge of sea level rise adaptation strategies.
- Grant management and grant funded projects and studies.

Ability to:

- Meet and deal effectively and tactfully with City officials, general public, attorneys, engineers, consultants, and governmental agencies.
- Read, understand, and interpret technical specifications and site plans.
- Conduct independent research, interpret results, show initiative, and solve problems.
- Read and understand site plans.
- Communicate clearly in written, oral, and graphic form and critically analyze information.
- Make fair and impartial decisions with the utmost integrity.
- Prepare technical reports and grant applications.
- Work cooperatively with others.
- Respond to requests and inquiries from the general public on a timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training

Experience: Five years of increasingly responsible professional experience in coastal resource or environmental management, grant administration, urban planning or related field.

Training: A Bachelor's degree from an accredited college or university in civil engineering, urban planning, environmental science, natural resources or a related field.

License/Certificate: Possession of, or ability to obtain and maintain, an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens; public contact. Occasional travel to work sites or other sites for meetings, or to undeveloped areas of the City for field visits. Field sites may include construction sites, steep terrains, coastal areas, and habitats of native flora and fauna.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.