CALIFORNIA COASTAL COMMISSION
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CALIFORNIA COASTAL COMMISSION
DUTY STATEMENT
COASTAL PROGRAM MANAGER

EMPLOYEE NAME:

WORKING TITLE: **District Manager**

WORK UNIT/DIVISION: **Central Coast District Office**

LOCATION: **Santa Cruz**

DATE OF APPOINTMENT:

CBID: **S01**

TENURE/TIMEBASE: **Full-time, Permanent**

This is typically the full supervisory and program management level. Under general direction, incumbents plan, organize, direct and are accountable for, programs in either the headquarters office or a district office which are of major significance and are sensitive and complex.

The District Manager position is a supervisory and management position with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the District, including project management and coordination with other agency units (e.g. legal, enforcement, technical services). The District Manager participates in agency-wide senior staff meetings and coordination, external communications with the Districts, and provides backup coverage of the Deputy Director responsibilities as required. Oversight, review, and editing of staff recommendations are required. In addition, attendance at Coastal Commission meetings and making staff presentations is sometimes required. The person in this position supervises District staff and reports directly to the Deputy Director for the District.

Identifies and analyzes potential environmental justice impacts in projects, and reviews environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy.

ESSENTIAL FUNCTIONS

35% ADMINISTRATIVE AND SUPERVISORY

- Performs a wide array of administrative tasks associated with the management of an office made up of professional and office support staff including: evaluating performance of office supervisors, organizing training programs, taking action needed to maintain staff morale, coordinating the activities of the office with other public agencies and other agency offices, developing performance goals for the office and staff (including support staff), developing procedures to enhance office productivity, resolving personnel problems, and working cooperatively with headquarters administrative staff.
- Communicates the criticality of maintaining records in the Coastal Data Management System (CDMS) to all District staff.

30% TECHNICAL REPORT REVIEW AND PREPARATION

- Reviews and edits the products of the office staff (including staff reports and correspondence) to ensure acceptable level of quality; consults with others in the agency to ensure appropriate policy and legal consistency in staff-generated documents and; conducts meetings to resolve policy issues.

10% DISPUTE RESOLUTION

- Meets with applicants on major projects; helps resolve disputes between staff and the agency's clients; facilities the resolution of disputes between local agency and Commission staff on LCP and local CDP issues.

10% INTERGOVERNMENTAL LIAISON

- Coordinates the activities of Commission staff with other federal and state agencies having resources or land management responsibilities within the coastal zone. This activity involves frequent phone contacts, attendance at meetings and conferences and a variety of face-to-face contact.

5% PUBLIC CONTACT

- Performs a wide array of community oriented activities including: making speeches to interest groups, appearing before City Councils and Boards of Supervisors, meeting with representatives of the media, organizing Commission sponsored forums and workshops, and meeting with groups having an interest in coastal zone activities.

5% COMMISSION INTERFACE

- Consults with, and keeps individual Commissioners apprised of the status of issues being dealt with in the area office. Attends Commission meetings and regularly makes presentations to the Commission.

3% JUSTICE, EQUITY, DIVERSITY AND INCLUSION

- Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.
- Identify and analyze potential environmental justice impacts in projects, and draft environmental justice, diversity and inclusion provisions in Staff Reports, settlements, or other documents, consistent with the Commission's Environmental Justice Policy, as

applicable.

- Conduct tribal coordination and consultation for relevant projects, including communicating with and gathering information from tribes, assessing impacts to cultural and tribal resources and drafting findings in Staff Reports, settlements, or other documents, consistent with the Commission's Tribal Consultation Policy, as applicable.

2% MARGINAL FUNCTIONS

- Assists with general office functions, such as monitoring use and functionality of office equipment, coordinating training of new staff, coordinating the maintenance and storage of files.

Some travel and field work is required

SUPERVISION EXERCISED OVER OTHERS

The District Manager supervises all district staff (including support staff), either directly or through subordinate supervisors.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: Principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning; public policy development; current trends and applications in Federal, State and local planning; administrative, land use and environmental law; permit review and zoning procedures; techniques of planning, controlling, motivating and organizing the work of others; principles of personnel management, public relations and administration; modern office methods, technology and procedures; the objectives of the State's Affirmative Action Program; a supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Analyze situations accurately and take effective action; effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups; analyze and evaluate written, graphic and verbal data and review and edit complete and comprehensive reports; inspire confidence and trust; establish and maintain effective and cooperative relations with those contacted in the course of work; exercise common sense and good judgment; plan, organize and supervise the work of a professional staff; train staff and motivate subordinates to accomplish organizational goals; effectively contribute to the Commission's Affirmative Action objectives; develop innovative solutions for difficult environmental or coastal management problems; provide leadership in accomplishing basic functions and objectives in assigned programs; inspire confidence and effective working relationships with employees, as well as managers and leaders in the public and private sector; plan and implement public participation programs and apply conflict resolution principles.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The decisions, recommendations, and oversight functions of the Coastal Program Manager have significant implications (including coastal resource, legal, contractual and operational implications) for the Coastal Commission, both in the short and long term. The Coastal Program Manager must exercise extremely good judgment, work well with employees being supervised, and provide good overall direction and leadership. Failure to accurately assess potential impacts of development or of planning and regulatory changes may impact on the ability of the Coastal Commission to protect coastal resources, may weaken the coastal management program overall, and may lead to unnecessary problems otherwise, including litigation. Poor supervision and/or working relationships, both internally and externally, can lead to the same types of issues, including contributing to lower staff morale and ineffective external coordination and contact.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with the Coastal Program Analysts, other staff and the public.

PHYSICAL AND MENTAL REQUIREMENTS

- Able to lift up to 15 pounds.
- Able to use a computer several hours a day.
- Able to make site visits, inspections and attend meetings. (Required to maintain a valid Defensive Driver's Training card if operation of a State vehicle is needed to perform work.)
- Able to effectively manage stress associated with multiple projects and assignments under time constraints.

WORK ENVIRONMENT

Prolonged periods of sitting

Occasional overnight travel

KEVIN KAHN **DATE**
DEPUTY DIRECTOR

I have read this duty statement and agree that it represents the duties I am assigned.

DATE

CENTRAL COAST DISTRICT MANAGER