

DELTA PROTECTION COMMISSION



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ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

INVITES APPLICATIONS FOR EXECUTIVE DIRECTOR – EXEMPT POSITION DELTA PROTECTION COMMISSION

ANNUAL SALARY:

\$102,000 - \$108,000 per year

(Subject to consideration for increase pending approval of State Budget for FY 2010-2011)

FINAL FILING DATE:

July 23, 2010

The Commission is seeking a dynamic, results oriented professional to administer the affairs of the Commission
Pursuant to the Delta Protection Act

Office location in transition of relocation to City of West Sacramento (South Port Area)
(Vehicle Allowance Provided)

THE DELTA PROTECTION COMMISSION

The Delta Protection Commission (Commission) created pursuant to the Delta Protection Act of 1992 (Act) and most recently amended by Senate Bill X7-1 passed in 2009 (SBX7-1), provides a forum for Delta residents to engage in decisions regarding actions to recognize and enhance the unique cultural, recreational, habitat, water and agricultural resources of the Delta.

The Mission of the Commission is to protect, maintain, and where possible, enhance and restore the overall quality of the Delta, consistent with the Act, which includes but is not limited to:

- Preservation of agriculture, wildlife habitat and recreational activities;

- Ensuring orderly, balanced conservation and development of Delta land resources; and
- Improving flood protection.

Pursuant to the recently passed legislation (SBX7-1), it is anticipated the Commission budget and staffing resources will be significantly enhanced in the 2010-2011 Fiscal Year in order to effectively address newly defined mandates and create an Economic Sustainability Plan for the Delta. The Executive Director will play a vital role in the exciting process of program transition.

The 15-member Commission is comprised of local and regional Delta government elected representatives, Governor appointed state officials, representatives of Delta Reclamation Districts/Water Agencies, and two non-voting members representing the Senate and the Assembly. The Commission is responsible for the appointment of an advisory committee, including representation by various federal agencies, to provide recommendations regarding the diverse interests of the Delta and other committees as determined appropriate.

The Chair of the Commission serves as a member of the Delta Stewardship Council, and the Commission is represented as a non-voting advisory member of the Delta Conservancy.

THE POSITION

The Executive Director serves at the direction of the Commission and reports to the Commission's Executive Committee (Chair and Vice-Chair, and immediate past Chair) in the administration of Commission programs under the authority established pursuant to the Act.

- The Executive Director is engaged in legislative and legal matters relative to the Commission and routinely works with high level professionals at all levels of government, as well as stakeholders providing invaluable input into directives related to the Delta.
- The position oversees professional and administrative support staff, as well as contracted consultant professionals, interns and volunteers. The Executive Director is responsible for recruitment, employment, and release of all personnel, both paid staff and volunteers.
- The Executive Director has overall responsibility for the financial stability of the Commission including the development and implementation of the annual budget provided by the Environmental License Plate Fund and the Harbors and Watercraft Fund, both of which are non-State General Fund, and is supplemented by grants from a multitude of sources.

PRIMARY FUNCTION

- The Executive Director relates to the Commission in an open and professional manner by attending all Commission meetings and keeping members informed as to Commission activities. This includes working with the Commission and its committees to provide administrative, fiscal and program information to enable the Commission to perform its responsibilities and decision-making functions as set out in State law.
- Program development and administration to assure compliance with the Act and consistency with the Goals and Policies of the Commission's Land Use and Resource Management Plan for the Primary Zone of the Delta (Management Plan), including recent mandates provided for in SBX7-1 calling for: preparation of an Economic Sustainability Plan by July 1, 2011; development of recommendations relative to the designation of the Primary Zone; and establishment of a National Heritage Area designation.
- Develop and encourage program management components to exemplify the Commission's role as a strong voice for those who live, work and recreate in the Delta.
- Facilitate the work of the Commission and its committees by developing agendas, resource materials, providing appropriate information and reports, and assisting chairpersons as necessary. Ensure meetings are called and run in compliance with the Bagley-Keene Act and Roberts Rules of Order.
- Administer a budget to assure support for successful and effective program administration, including the identification of supplemental funding sources and compliance with grant award requirements. Pursuant to legislative mandate, oversee the establishment of a Delta Investment Fund to support economic sustainability programs.
- Work closely with legal advisors to assure compliance with all legal requirements, including consistency with the goals and policies of the Management and Economic Sustainability Plans as provided for in the Act.
- Actively keep apprised of state and federal legislative matters, and engage in legislative processes as determined appropriate, including presentations to the Administration and before the Legislature, development of recommendations for Commission positions on legislation, and the development of concepts for legislation to support the Commission's programs.
- Facilitate committees appointed by the Commission to successfully achieve assigned tasks and directives.
- Initiate and facilitate forums and venues for the discussion of topics and matters of relevance to the Commission and assure a voice for stakeholders of the Delta is heard.

- Represent the Commission in a variety of arenas and venues related to the Delta, including formal representation on panels, committees and boards.
- Manage activities of administrative, professional and consultant staff to efficiently support the role and responsibilities of the Commission.

IDEAL CANDIDATE CHARACTERISTICS

- Ability to recognize the sensitivity of perspectives and issues, and the need to respect confidentiality.
- Understanding of, and willingness to, receive direction from the Commission and carry out assigned tasks in a timely manner.
- Self-driven, ability to work independently, and possession of strong organizational skills.
- Exemplary communication skills, both verbal and written.
- Supervisory skills that enhance and mentor a devoted and committed staff to support the Commission.
- Ability to work within a highly political arena.
- Managerial skills and ability to initiate, develop and complete projects in a timely manner.
- Understanding of government processes, particularly at the local and state level, including but not limited to those pertaining to budget administration, economic development, land use planning, and legislation.
- Understanding of legislative processes.
- Understanding of regulations such as CEQA and NEPA.
- Strong organizational skills and the ability to multi-task under time constraints.

MINIMUM QUALIFICATION STANDARDS

Education:

Education equivalent to graduation from a four year accredited college or university with a degree in public administration, government policy or intergovernmental relations, business management, economics, planning, resource management, environmental policy, agriculture or a related field; **AND**

Experience:

Five years of progressively responsible experience, preferably in a governmental organization, in program administration entailing engagement in policy and program development and administration related to land use, economic sustainability, planning or natural resource management involving a wide range of focus areas including, but not limited to, agriculture, water, recreation, habitat conservation, and public health and safety. Two years of responsibility demonstrating supervisory skills.

Note: Possession of a master's degree in a closely related field may be substituted for one year of the required experience.

Other:

- Must possess a valid driver's license;
- Computer skills including familiarity with Word 2007 and Citrix Safeword.

SELECTION PROCESS

Application Submission – **Deadline: July 23, 2010**

- Application materials must include a Standard State Application (Form 678) available from www.jobs.ca.gov, cover letter, resume and a statement addressing the essential and desirable qualification requirements.
- An executive screening committee will conduct a review of all resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in the greater Sacramento, California area.

Send application materials by mail to:

Delta Protection Commission
ATTN: Sheila Singleton
P.O. Box 530
Walnut Grove, California 95690