San Francisco Bay
Conservation and Development Commission

EXECUTIVE DIRECTOR
RECRUITMENT

Unique Opportunity

The San Francisco Bay Conservation and Development Commission (BCDC) is seeking a dynamic, professional Executive Director to provide vision and leadership to an evolving and forward-thinking Commission. We are looking for someone who not only possesses the appropriate background, but also someone who is passionate about the San Francisco Bay and about balancing environmental protection and public access with appropriate shoreline development. BCDC is dedicated to the protection and enhancement of the San Francisco Bay and to the encouragement of the Bay's responsible use.

About BCDC

The award-winning San Francisco Bay Conservation and Development Commission is a small state agency located in San Francisco's Financial District close to public transportation.

BCDC has regulatory and planning authority over development in the San Francisco Bay and along the Bay's nine-county shoreline. BCDC is guided by the McAteer-Petris Act, the *San Francisco Bay Plan*, the Suisun Marsh Preservation Act, the federal Coastal Zone Management Act, and other applicable laws, special plans and regulations and policies adopted by the Commission.

As a result of a grassroots movement led by Save the Bay, the State Legislature created BCDC as a state agency in 1965 to plan for and manage growth in and along the San Francisco Bay shoreline. After a three-year planning study, the Commission adopted the *San Francisco Bay Plan*, which provides the blueprint for the conservation and development of the Bay. The State Legislature adopted the *San Francisco Bay Plan* and made BCDC a permanent state agency in 1969. In 1977, the Commission's authority was expanded to provide special protection of the Suisun Marsh.

BCDC continues to update its plans for the Bay and shoreline and managing development through permitting.

While BCDC focuses on protecting the Bay's resources and promoting its wise use, the Commission also addresses emerging issues including sea level rise through implementation of the Bay Plan's climate change policies, coordinating regional climate change initiatives; development of a sustainable communities strategy with the four regional agency partners of the Joint Policy Committee (JPC); improving access to the Bay for persons with disabilities; and addressing the impact of diversions of fresh water and sediment inflows from the Delta into the Bay.

BCDC's 40-member staff takes pride in its high level of professionalism and dedication. Our staff includes planners, analysts, engineers, attorneys, designers, and administrative and clerical support personnel.

To learn more about BCDC, visit our website at www.bcdc.ca.gov

The Ideal Candidate

The ideal candidate for the position of Executive Director for the San Francisco Bay Conservation and Development Commission has:

- Familiarity with regional planning, land use, conservation and development issues of the nine-county Bay Area in BCDC's jurisdiction
- A working knowledge of and credibility with business, environmental and community organizations
- A keen understanding of the interplay between state agencies, and federal, state and local governmental bodies
- An understanding of a broad range of natural resource topics

- Knowledge of and experience with conservation protection techniques
- Experience with and receptivity to public-private partnerships
- Experience in permitting, land use policy, environmental review requirements and other regulatory processes
- Excellent project management skills and ability to manage multiple complex projects
- Exemplary strengths as a negotiator and consensus-builder
- An open and accessible management style
- A strategically oriented, self-assured ability to exercise sound judgment
- The ability to earn the respect of employees, senior staff, constituents and the public
- A commitment to teamwork and diversity
- A high level of initiative, dependability, tact, and adaptability
- Is a leader and team builder with an energetic and enthusiastic style that welcomes and solicits input
- Is capable of assessing the current organization and providing the direction and tools needed for the Commission to progress effectively. Combining a mix of "big-picture" perspective with a strong focus on day-to-day operations management.

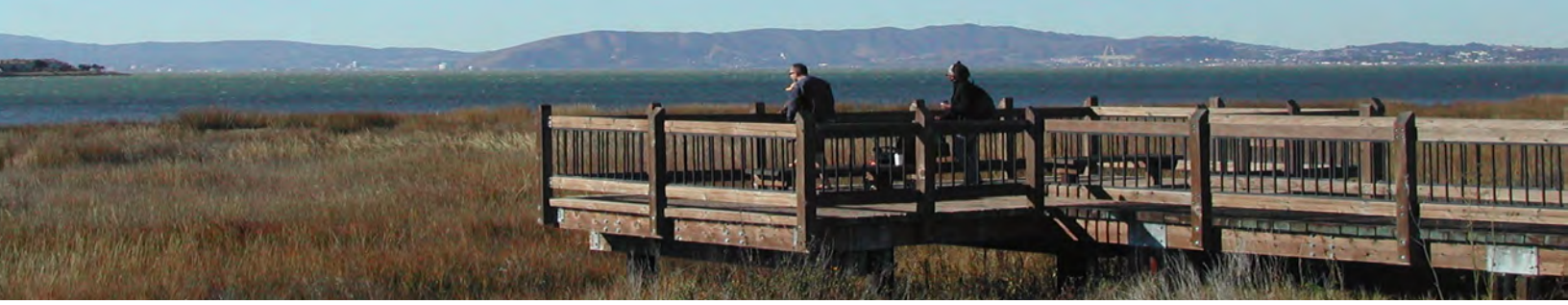
Qualifications

Qualified candidates for this position are expected to bring broad administrative or organizational management experience that includes the oversight of the formulation, operation, and/or evaluation of program policies including budget management. The successful candidate will have the following minimum qualifications:

- Possession of a Bachelor's degree is required
- Minimum of 10 years relevant work experience, including at least four (4) years in a senior managerial role
- Strong negotiating and mediation skills
- Superior planning and analytical skills
- Excellent written, verbal and interpersonal communication skills
- Enthusiasm for speaking and presenting in public to a variety of audiences
- Ability to engage in dialogue at all levels of the organization with ease and compassion
- Proven leadership skills with experience to plan, organize, and execute an agency work program, analyze and solve complex issues, and work closely with the Commission and senior management

The following qualifications are desirable:

- Advanced degree highly desirable from an accredited college or university
- Experience working in a California state agency, a local government, or the state Legislature
- Familiarity with the San Francisco Bay region



The Position

The Executive Director is appointed by, and serves at the pleasure of, the Commission.

The Executive Director advises the Commission and directs all activities of the Commission's staff in advancing the policies and objectives of the Commission, and is directly responsible to the Commission for implementation of its strategic plan. This individual represents the Commission's interests with government officials, and business, environmental and community organizations. The Executive Director:

- Inspires and provides visionary leadership for the evolving work of the Commission.
- Provides strategic direction to the Commission in addressing emerging issues that may impact the Commission's interests and assists the Commission in developing policy direction to BCDC staff working on these issues.
- Engenders the confidence and respect of others. Collaborates with a variety of stakeholders, including BCDC Commissioners, Commission staff, the Governor's office and the Legislature; local, regional, state and federal officials; and business, environmental and other interested organizations and the public.
- Makes recommendations to the Commission on regulatory actions, such as major development permits and enforcement actions, and acts directly on certain regulatory matters that have been delegated by the Commission.
- Leads the Commission's planning program to ensure that an ongoing, detailed study of San Francisco Bay is undertaken and that the *San Francisco Bay Plan* reflects the best available and current authoritative information about the Bay.

See attached job description.

To Apply

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. **This position will be considered open until filled**. Interested candidates should apply by **Friday, May 4, 2012** for optimal consideration.

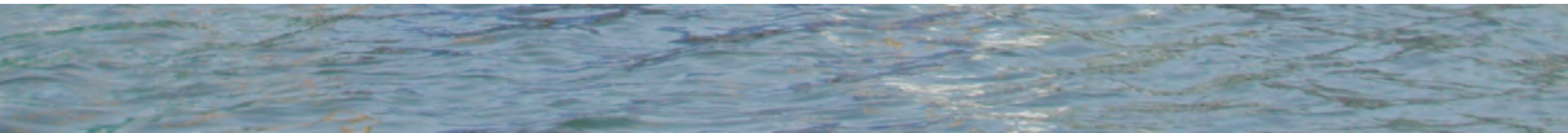
The job opening is at the San Francisco Bay Conservation and Development Commission; however, the California Coastal Commission handles BCDC's personnel work.

Electronic submittals are strongly preferred and should include the following: State Application Form #678 (indicate **BCDC Executive Director** in the Examination or Job Title section of the application form), a statement of up to four pages about why you should be selected as BCDC's Executive Director, a comprehensive resume, and four or more professional references.

Qualified candidates may submit their application packages (Application Form #678, a statement about why you should be selected as BCDC's Executive Director, resume, and references) electronically to:

HumanResources@coastal.ca.gov (attachments to e-mail should be no larger than 10 MB; otherwise they should be sent in two parts, or more) or via U.S. mail to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219



Applicants should receive a confirmation via e-mail from the Human Resources office within 3 business days of receipt of their application package.

All applications will be reviewed; however, only the most qualified candidates will be interviewed.

Application Form

The application form #678 is available on the Internet at:
http://www.bcdc.ca.gov/employment/employment.shtml

Exempt Position

This position reports to the Commission and is considered to be an Exempt Position. Eligibility to apply for exempt positions is open to any individual who meets the minimum qualifications stated in this brochure. Exempt positions are not covered by civil service laws and rules and therefore are not subject to civil service requirements. You do not have to be a State employee to apply.

Compensation and Benefits

The annual salary range for the Executive Director, San Francisco Bay Conservation and Development Commission is $103,560 - $111,984. The appointee will be offered a specific salary within this range based on his/her qualifications. As an employee of the State of California, the Executive Director also receives a comprehensive benefit plan including, but not limited to:

Retirement

California Public Employees Retirement System (PERS) 2% at 55 Plan: employee contribution required.

Insurance

Health, dental, vision, and life insurance programs provided. Employee contributions may be required depending on programs selected.

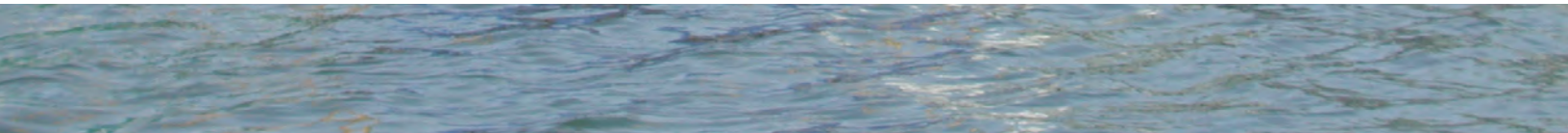
Leave Allowance

- Vacation and sick leave benefits provided
- 11 holidays observed

Additional informationabout benefits available can be viewed at www.dpa.ca.gov/benefits/coben/main.htm

No relocation expenses are available for this position.

For more information, contact
Melanie Wong, BCDC's Personnel Officer, at (415) 904-5433
or melanie.wong@coastal.ca.gov

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service, and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885