

**DEPUTY DIRECTOR,
COASTAL RESOURCES MANAGEMENT COUNCIL**

Pay Grade: 40

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for all aspects of the Council's functions relative to planning, administration, coordination, regulation, direction and control; to assume the duties and responsibilities for the overall administration, coordination, direction, and function of the Council in the absence of the Executive Director; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Executive Director with considerable latitude for the exercise of independent judgement; work is subject to review through consultations and submitted reports for conformance to laws, rules and regulations, and Council policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of administrative, professional, technical, clerical staff, and others as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, developing, administration, coordination, direction and control of all agency functions under the supervision of the Executive Director.

To serve as the Executive Director in case of absence or inability to discharge the duties and responsibilities.

To be responsible for developing and maintaining agency plans and operations for the regulation and management of coastal resources and other resources under the jurisdiction of the agency.

To be responsible for the planning, development, participation in, and implementation of all aspects of applicable federal and state programs.

To be responsible for the evaluation of the management, methods, and procedures with the agency as to their effectiveness, efficiency, and progress, and to recommend future plans and budget allocations based on this evaluation.

To be responsible for the supervision and development of the preparation, implementation and control of the agency's operating and capital budgets.

To supervise and review a staff responsible for the planning, implementation and enforcement of the state's coastal resources management program.

To direct agency supervisors and their staff in the preparation of reports on the applications and interpretation of state laws and agency policies and objectives, and to confer with them for guidance and assistance.

To supervise and promote implementation of policies, plans, and other recommendations and directives through executive actions and orders, budgets, legislation, and other means.

To attend meetings and conferences and serve on various boards and commissions as required.

To assist in personnel administration and labor relations activities.

To assist the Executive Director in the formation and development of agency policies and procedures.

To develop, review and evaluate agency applications for federal grant awards.

To supervise the expenditure of agency funds.

To be responsible for developing programs for public participation in agency planning.

To be responsible for the supervision and coordination of the review of Environmental Impact Statements and similar major project reviews affecting the coastal resources of the state.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques pertaining to the administration of a broad range of coastal resource management, protection and restoration programs; a thorough knowledge of federal and state laws relating to coastal resource management, protection and restoration programs; a thorough knowledge of the principles, practices and techniques of coastal resource management, and the ability to apply such knowledge in the administration and control of the agency and its various functions; a thorough knowledge of the organizational structure of state government and the functions of its departments and agencies; the ability to evaluate the effectiveness of programs, identify problems, and work creatively to improve them; a working knowledge of general and cost accounting procedures as well government finance policies and procedures; a familiarity with scientific analytical working relationships with associates and with other public and private officials; the ability to plan, organize, review and evaluate the work of administrative, professional, technical, clerical staff and other as assigned; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in the field of Natural Resources Management, Marine Affairs, or Environmental Planning, or a related field; and

Experience: Such as may have been gained through: three to five years experience in a highly responsible administrative and supervisory position involving governmental operations in the field of coastal resource management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 31, 2004