

# SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

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## JOB DESCRIPTION

### EXECUTIVE DIRECTOR

#### San Francisco Bay Conservation and Development Commission

The Executive Director of the San Francisco Bay Conservation and Development Commission (BCDC) is appointed by, and serves at the pleasure of, the 27-member Commission pursuant to the McAteer-Petris Act, Government Code Section 66635.

The Executive Director administers the affairs of the Commission and the implementation of the *San Francisco Bay Plan*, the *Suisun Marsh Protection Plan*, the McAteer-Petris Act, the Suisun Marsh Preservation Act, the federal Coastal Zone Management Act, the regulations and policies adopted by the Commission, and other laws applicable to the Commission.

The Executive Director also collaborates with the Joint Policy Committee, other regional, state and federal agencies, local governments and the public to formulate a comprehensive regional adaptation strategy to protect developed shoreline areas and natural ecosystems in the Bay from the impacts of sea level rise and climate change.

The Executive Director inspires and provides visionary leadership for the evolving work of the Commission, manages the work of the Commission's staff, serves as the confidential advisor to the Commission, acts for the Commission when necessary, and supports the Commission's leadership role on complex regional issues as they arise.

#### General Responsibilities

- 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.
- Collaborates with a variety of stakeholders, including BCDC Commissioners, Commission staff, the Governor's office, and the state Legislature; local, regional, state and federal officials; and business, environmental and other interested organizations and the public.
- Represents the Commission at meetings, hearings and conferences with foreign, federal, state, regional and local government officials. Serves as the Commission's principal spokesperson with the state Legislature and the media.
- Directs staff in making recommendations to the Commission on 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 all characteristics of San Francisco Bay is undertaken and that the *San Francisco Bay Plan* reflects the best available and current authoritative information about the Bay.
- Directs Commission internal operations through executive and senior management teams and other subordinate managers and supervisors.
- Provides leadership on legal, fiscal, information technology and personnel matters for the Commission. Has overall responsibility for selection, termination, motivation, development and performance evaluation of Commission staff.