



The San Mateo County Harbor District invites applications for the position of

Project Coordinator

Non-Exempt Position

Salary Depending on Qualifications is \$81,515.20 - \$109,241.60 annually

Deadline to Apply: January 11, 2019 before 11:30 PM PST

Ideal Candidate

The Project Coordinator is a highly skilled, independent, and organized individual who coordinates the capital improvement project process, request for proposals, intergovernmental relations, operational policies, special projects, and related work as required. The Project Coordinator class is an advanced level classification in the Analyst series, works independently and exercised judgment and initiative.

Essential Functions

May include but are not limited to the following:

- Capital improvement project analysis, development, and management.
- Identification and preparation of grant and loan applications and administration.
- Preparation of requests for proposals, invitation to bid documents, consultant services and evaluation of submitted proposals. May negotiate terms, conditions, and performance standards for Board approval.
- Liaison with government agencies, project participants, and citizens groups regarding project design, coordination and other matters as directed.
- Drafting and administration of contracts, leases, permits and licenses, bid and other public notifications.
- Manages project permit application and processing.
- Manages the District's safety programs and oversees safety training.
- Maintains operations plans such as the Emergency Response Plan, Storm Water Pollution Prevention Plan (SWPPP), and Hazardous Materials Management Plan (HMMP).
- Other special projects, including but not limited to, development of, and advice to, the Director of Operations on ordinance code amendments, administrative and revisions the District's Injury Illness and Prevention Program (IIPP).
- Preparation of reports, memoranda and other documents.
- Makes public presentations on assigned projects as directed by the Director of Operations Supervise Planner Analyst and other staff as assigned. Direct and evaluate the work of assigned staff. Prepare thorough periodic performance evaluations for assigned staff.
- Build and maintain positive working relationships with co-workers, other District employees, elected officials, contractors, and the public, using principles of excellent customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree with major course work in planning, construction management, civil engineering, architecture or public administration or a closely related field. Degrees and college units must be obtained from an accredited college or university to be considered.

Experience: Three to five years of progressive responsibilities in one or more of the following areas: project management, costal resources protection and project development, capital improvement planning and budgeting, real estate development, urban and/or transportation planning. Lead or supervisory experience desirable.

Knowledge of:

- Advanced principles and practices of capital improvement project planning/program development, construction management and administration.
- Financing, estimating and budgeting of capital improvement projects.
- Local, state and federal laws pertaining to land use, zoning, permitting, design and construction, project bidding and contracts.
- Development of request for proposals (RFP), Invitation to Bids (ITB) and management of process.

- Principles and practices of safety, occupational safety in office and marine environments.
- Professional supervision and management techniques.
- Modern office methods, procedures, software and equipment.

Ability to:

- Prepare accurate and timely technical or analytical reports.
- Analyze, interpret, and communicate effectively.
- Work independently and consistently meet deadlines.
- Compile, correlate, and analyze a large volume of written and electronic data.
- Design, implement, and maintain sound work procedures that ensure accurate records.
- Propose and implement solutions to problems effectively.
- Utilize computer equipment and software to produce complex reports, informational items, tracking systems and related documents.
- Apply federal, state and local laws and regulations pertaining to accounting and auditing activities.
- Read, comprehend and interpret rules and regulations regarding governmental operations.
- Effectively train and/or educate other employees.
- Establish, maintain and foster cooperative working relations with others internally and externally.
- Express self clearly and concisely in written and verbal communication.
- Work independently and as a team member; recognize and set priorities to meet deadlines.

Benefits:

- Medical, Dental and Vision Insurance
- Life insurance for "employee only"
- Vacation and Sick Leave currently as Personal Time Off Accrual System
- 13 Holidays
- Retirement through CalPERS (2.5% @ 55 for Classic Members; 2% @ 62 for New Members)

About the San Mateo County Harbor District:

The San Mateo County Harbor District operates both the Pillar Point Harbor in Half Moon Bay, and the Oyster Point Marina in South San Francisco. Pillar Point is a protected harbor of refuge and is the homeport to a vital commercial fishing industry, sport fishermen, and recreational boaters. The Harbor has 369 berths and an inner and outer breakwater, making it one of the safest harbors in the United States. Pillar Point is unique in that it provides search and rescue services to all boaters in San Mateo County. Over the past two decades, its dedicated crew performed an average of 110 rescues annually, saved more than 100 lives and millions of dollars in boats and equipment. With 455 berths, a boat launching ramp, fuel dock, fishing pier, park, and small sandy beach, the Oyster Point Marina offers something for everyone, from serious boaters and fishermen to families looking for a day of hiking and beach time.

The District has 33 employees and its administrative offices are located in El Granada, north of Half Moon Bay. The region is known for its stunning coastal landscapes of rugged mountains and beaches, along with endless recreational resources including copious hiking trails, redwood forests, quaint shops, farm-to-table dining including produce from local farms, some dating back to the 1800s. And with San Francisco just 35 minutes to the north, there are unlimited possibilities for adventure, culture, relaxation and fun.

Selection Process: The deadline to apply is January 11, 2019 before 11:30 PM PST.

To apply, follow this link - <https://www.calopps.org/regional-government-services/job-19439661>

A combination of supplemental questionnaire and oral interviews may be used to rank applications. Candidates who are most qualified will be invited to an Oral Interview Examination tentatively scheduled for the week of January 21, 2019. Additional inquiries about the position may be directed to Christina Nygard at cnygard@rgs.ca.gov.

Neither Regional Government Services nor The San Mateo Harbor District are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing Christina Nygard at cnygard@rgs.ca.gov.

THE SAN MATEO COUNTY HARBOR DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER