

COASTAL/BEACH STABILIZATION COORDINATOR

Job Code	Pay Grade
16380	CL18

Nature of Work

This is highly responsible professional and technical work coordinating projects for Pinellas County's Coastal Management Program (CMP). An incumbent in this class is responsible for coordinating and implementing CMP projects and programs to nourish beaches, fund dune vegetation and dune walkovers for beach cities, develop funding requests, evaluate and map public access along Gulf beaches, and a wide range of related activities. Duties may include developing cost-effective and efficient processes and procedures to coordinate beach nourishment and post-construction permit monitoring activities. General direction and program and policy guidance is received from senior department managers. Day-to-day operations require the exercise of considerable independent action, initiative, and judgment. This position reports to a senior project manager, unit supervisor, section manager, or designee.

Minimum Qualifications

- Bachelor's degree in natural sciences, geology, engineering, or related field that includes specialized coursework and study in coastal processes and 2 years of highly responsible technical and professional experience in the field of coastal geology, coastal management, coastal or environmental engineering, environmental science or directly related area of assignment; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates possessing an advanced degree in the natural sciences, coastal geology, coastal engineering, or related field with registration as a Professional Geologist or Professional Engineer in the State of Florida.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates, and implements day-to-day tasks and activities necessary to recommend program expenditures for projects that protect and optimize the viability of Pinellas County's many beaches for storm protection, recreation/tourism, and wildlife habitat.
- Researches, collects, studies, analyzes, and evaluates data obtained from beach and coastal monitoring programs.
- Coordinates, manages, and assists other agencies, consultants, and contractors in a variety of CMP programs and projects.
- Develops funding requests, budgets, and grants.
- Manages grants, projects, contracts, monitoring programs, and studies.
- Assesses and evaluates consultant and contractor activities.
- Develops and administers Interlocal Agreements with government agencies and municipalities.
- Communicates CMP information to community stakeholders and responds to citizen inquiries, questions or complaints.
- Reviews, interprets, and summarizes verbally and in writing a variety of highly technical and scientific reports and publications.
- Responds to information requests from and meets with the general public, city staff, officials and colleagues involved in the CMP.
- Completes project and field inspections and ensures photo-documentation of coastal and beach conditions and infrastructure history.
- Maps Pinellas County's beach parking availability and access points to determine state funding eligibility.

COASTAL/BEACH STABILIZATION COORDINATOR (continued)

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Illustrative Tasks (continued)

- Completes funding requests according to specific criteria established in Florida Administrative Code, Federal Government or other funding sources.
- Writes memos and letters to coworkers, agency staff, city officials, and citizens.
- Organizes and maintains the CMP official records library of papers, reports, and publications.
- Organizes and maintains CMP official electronic records files structure and related electronic files.
- Ensures appropriate current and updated CMP information and materials are published and available on the Pinellas County website.
- Perform related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of coastal geology, coastal engineering, or physical and geological oceanography.
- Knowledge of marine biology or environmental science and policy.
- Knowledge of marine surface water quality principles and processes.
- Knowledge of general project management principles and procedures.
- Skill in communicating, preparing and making informal and formal presentations as well as written documents that accurately and concisely convey ideas, summarize information, plans, or status.
- Skill in effective verbal and written communication with coworkers and staff from consultants, contractors, agencies and local governments.
- Ability to function as a project manager and team leader.
- Ability to apply computer applications and software to develop databases, enter data, and run queries in Microsoft Access or other database software applications used by the county.
- Ability to interpret and explain ordinances, rules, and regulations to a variety of audiences.
- Ability to coordinate or manage diverse projects from initiation to conclusion.
- Ability to review and evaluate scientific and technical articles, reports, and documents.
- Ability to read and understand construction plans and specifications.
- Ability to effectively collect and analyze data and prepare and present comprehensive reports.
- Ability to compile, recommend and monitor budgets.
- Ability to drive a 4-wheel vehicle off-road including beaches.
- Ability to negotiate with consultants, contractors, and vendors in the preparation and management of applicable decisions and agreements.
- Ability to read, interpret and follow procedural and policy manuals related to assigned job tasks.
- Ability to maintain effective working relationships with employees, officials, agencies and the public.
- Ability to resolve problems dealing with conflicting opinions, priorities, and agendas.
- Ability to create flyers, post cards, and brochures in Microsoft Publisher or other available software.

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Created	EEOC Code	Overtime Code
10/12	Professionals	Classified