

# COASTAL MANAGEMENT COORDINATOR

Job Code	Pay Grade
16860	P1

## 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 managing, 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. Day-to-day operations require the exercise of considerable independent action, initiative, and judgment. The incumbent may also supervise subordinate staff to provide CMP support. Work is performed under the general supervision of a manager or senior manager.

## Minimum Qualifications

- 8 years professional experience planning and coordinating environmental coastal stabilization related beach nourishment projects, dune walkovers, beach vegetation projects, or closely related activities that includes responsible management experience, supervision, or supervisory training; or
- Associate's degree in coastal geology or coastal engineering, computer science, business administration, Planning or a related field and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; 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 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 initiatives and projects.
- Develops funding requests, budgets, and grants.
- Communicates CMP information to community stakeholders and responds to citizen inquiries and complaints.
- Develops directions and operational policies and procedures.
- Coordinates local government beach planning efforts with Federal, State, and local municipalities.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of coastal geology, coastal engineering, physical and geological oceanography, marine science, and/or environmental science and policy.
- Knowledge of modern project management methods, principles and practices.
- Knowledge of modern office practices and procedures and the ability to plan and coordinate the work of consultants and contractors.

## COASTAL MANAGEMENT COORDINATOR (continued)

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### Knowledge, Skills, and Abilities (continued)

- Knowledge of the laws and Florida Statutes pertaining to area of assignment.
- Ability to review and evaluate scientific and technical articles, reports, and documents.
- Ability to apply computer applications and software.
- Ability to function as a team leader.
- Ability to communicate effectively, orally and in writing, with all levels of management.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

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Re-instated	EEOC Code	Overtime Code
10/13	Technicians	Exempt