DIRECTOR OF BEACHES AND HARBORS

SELECTION PROCESS

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov.

Please indicate the position title of Director, Beaches and Harbors in the subject line of your e-mail. Materials received by October 8, 2013, will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:
Bill Dukes
Department of Human Resources
Executive Services Division
Phone: (213) 974-2454
e-mail: wdukes@hr.lacounty.gov
Fax: (213) 613-4773
This announcement may be downloaded from the
County of Los Angeles website at:
http://hr.lacounty.gov

SPECIAL INFORMATION

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Recruitment Services
Provided by:

DHR EXECUTIVE RECRUITMENT

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

THE COUNTY OF LOS ANGELES INVITES RESUMES FOR

DIRECTOR OF BEACHES AND HARBORS (UNCLASSIFIED)

Department of Beaches and Harbors

Annual Salary: $153,601 - $232,488
(MAPP Range R18)

Filing Period:
September 11, 2013 — Until The Position is Filled

Los Angeles County
Caring for Your Coast
Department of Beaches & Harbors

DIRECTOR OF BEACHES AND HARBORS

THE COUNTY

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2013-14 is $25 billion, with funding for approximately 100,000 positions to serve its diverse population.

THE DEPARTMENT

The Department of Beaches and Harbors operates and manages 20 beaches stretching along 25 miles of County coastline, as well as Marina del Rey, the largest man-made small craft harbor in the United States, in a manner that enhances public access and enjoyment in a clean and safe environment for residents and visitors. The professional and accountable management of these coastal assets generates revenue for County public services, and facilitates private investment, producing hundreds of jobs.

Beach services include providing beach maintenance (refuse removal, restroom cleaning, sand and landscaping maintenance); repairing facilities; planning and implementation of capital and infrastructure improvement programs; administering concession, parking and permit operations; and offering children's Water Awareness, Training, Education and Recreation (W.A.T.E.R.) programs. Marina del Rey contains over 4,700 boat slips, nearly 6,000 residential units, restaurants, hotels charter and sport fishing businesses, retail establishments and office space. Public facilities maintained include Marina Beach, Admiralty Park with its physical fitness course, and Burton Chace Park with its transient docks, boat storage facilities, public launch ramps, parking lots, and view piers. The current departmental budget exceeds $42 million, and includes funding for 280 positions.

THE POSITION

The Director of Beaches and Harbors reports directly to the Chief Executive Officer and has full responsibility for directing all operations of the Department of Beaches and Harbors. The Department provides recreation and regulatory services, administers the development, maintenance and operation of all County-owned beaches, County operated beaches under contract with cities and the State, and harbors and marina property under the jurisdiction of the County of Los Angeles.

EXAMPLES OF DUTIES:

- Directs the leasing and subleasing of marina facilities including negotiating lease agreements, collecting rents, and terminating leaseholds.
- Directs the improvement of existing revenue generating activities and identifies new sources and activities for revenue enhancement.
- Acts as liaison between the County and the adjacent beach communities.

- Establishes and enforces rules and regulations governing the operation of small craft harbors and marinas and allied recreational areas.
- Develops short and long range plans for improvement or expansion of beaches and harbors, including detailed cost projections and phase completion timetables.
- Collaborates with appropriate State and County agencies in the development, update and implementation of comprehensive land use and infrastructure plans, and the local coastal plan required by the State Coastal Act, to guide the development of the Marina del Rey; such plans to have a variety of goals that are synergistic including: the support of coastal and water related public access and recreational boating opportunities; enhancement of the marine environment; operation of two public parks, maintenance of public amenities, and the development and redevelopment of visitor serving, residential and commercial facilities which generate revenues for Countywide public benefit programs.
- Directs the maintenance program for beach and harbor grounds and facilities.
- Formulates departmental policy, directs its execution, and evaluates work accomplished.
- Reviews all departmental programs and activities to identify changing public service needs; assesses the efficiency and effectiveness of departmental operations, and improves departmental services delivery systems at minimum cost.
- Directs the fiscal, personnel, budget, supply, infrastructure planning and other administrative functions of the department, including the development of changes in organization and staffing, and the development of management information systems in order to increase effectiveness and efficiency and reduce administrative costs.
- Directs the preparation of periodic reports to the Chief Executive Officer regarding the Department's accomplishments.
- Recommends the adoption, and amendment of County ordinances, resolutions, regulations, State and federal statutes, and the County Charter in order to provide effective, efficient and economical administration of the Department, and confers with federal, State, and local legislative and administrative bodies on matters relating to small craft harbors, marinas, and beach development operations.
- Directs the assessment of departmental services to determine which can be contracted; prepares, reviews and evaluates requests for proposals; provides recommendations to the Chief Executive Officer on proposed contracts and on the cancellation of contracts, and oversees contractor performance.

DIRECTOR OF BEACHES AND HARBORS

MINIMUM REQUIREMENTS

Demonstrated knowledge, skills and abilities required in managing an organization, including budget, personnel, fiscal, supply, and other administrative functions of an organization, as well as the direction of line and technical functions. - AND - Experience in coordinating or directing the coordination of complex projects involving the planning, design, construction, or management of major commercial, residential or recreational income properties.

OTHER: U.S. Citizenship is required for appointment to this position .

LICENSE AND CERTIFICATE: A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

DESIRABLE QUALIFICATIONS

- Demonstrated knowledge of real property law and the laws governing contracts and leases.
- Education in law, architecture, business or public administration.
- Knowledge of or experience in long range financial planning, debt management, forecasting, and cost-benefit analysis, and development or utilization of various methods of financing.
- Experience with the State and federal legislative processes, including analyzing and preparing legislation.
- Established knowledge of or experience in the development or operation of beaches, harbors or marinas for public safety and recreation.
- A track record of success in working effectively with citizens groups, environmental groups, coastal municipalities, the Coastal Commission, and the U.S. Corps of Engineers.

COMPENSATION

ANNUAL SALARY: $153,601 - $232,488 (MAPP RANGE R18)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 19% of the employee's monthly salary.
- **Flexible Spending Accounts** – Employees may contribute up to $200 per month tax-free to a Health Care Spending Account and $400 per month tax-free to a Dependent Care Spending Account. The County contributes $75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – Eleven paid days per year.
- **Transportation Allowance** - A monthly transportation allowance of $559.
- **Split Dollar Insurance** - Level life insurance death benefit of $50,000 to $250,000 depending on age at entry into the Plan.