



THE COUNTY OF LOS ANGELES



DEPARTMENT OF BEACHES AND HARBORS

INVITES RESUMES FOR

**DEPUTY DIRECTOR,
BEACHES & HARBORS
(UNCLASSIFIED)**

ANNUAL SALARY:

**\$117,316 - \$177,568
MAPP R14**

FILING PERIOD:

June 1, 2014 – Until the position is filled

THE COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. The County is rich in cultural diversity and home to world-renowned museums, theaters, the motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors elected on a non-partisan basis, each member of which serves four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The County's proposed Fiscal Year 2014-15 annual budget is in excess of \$26 billion. Thirty-nine major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE DEPARTMENT OF BEACHES AND HARBORS

The County of Los Angeles Department of Beaches and Harbors provides management of Marina del Rey and County owned, controlled or managed beaches to enhance public access and enjoyment while maximizing County revenue through professional and accountable asset management. This includes Marina lease administration and leasehold redevelopment; beach concession, parking and use permit administration; beach and Marina maintenance (refuse removal, restroom cleaning, grounds maintenance, and facility repairs); Marina leasehold and beach facilities maintenance inspections; planning and implementation of Marina del Rey and beach capital and infrastructure improvement programs; marketing and management of promotional campaigns; and children's programs including the Day in the Marina and the Water Awareness, Training, Education, and Recreation (W.A.T.E.R.) programs.

The Department's recommended Fiscal Year 2014-15 budget includes \$46.4 million in appropriation and \$63.5 million in total revenue, which includes funding for 286 budgeted positions. The Department maintains a culturally diverse workforce and serves a culturally diverse County and communities.

POSITION OVERVIEW

The County of Los Angeles Department of Beaches and Harbors is looking to fill the position of Deputy Director, Beaches and Harbors to head up its Asset Management and Planning Bureau. The ideal candidate will have extensive administrative and asset management experience, as well as experience in both boating and marina operations and urban planning.

This position oversees the Asset Management and Planning Bureau, with the Asset Management and Planning Division Chiefs reporting directly to it. The Asset Management Division is charged with the implementation of the Marina del Rey Asset Management Strategy for second-generation Marina redevelopment and reuse, transfer, and redevelopment strategies for properties with expiring leaseholds or leaseholds redeveloping in third-generation redevelopment, as well as property management oversight of Marina leaseholds and beach concessions. The Planning Division oversees the Department's environmental stewardship of its properties and manages the Department's actions and responses to proposed regulatory environmental mandates, as well as conducts master planning for the public areas of Marina del Rey and reviews of lessees' Marina

redevelopment projects. Therefore, it is essential that the Deputy Director position be filled to provide the close personal attention required to adequately supervise the work of these Divisions.

EXAMPLES OF DUTIES

- Serve as the Department lead in negotiating multimillion dollar Marina redevelopment deals and in securing required regulatory approval for entitling the redevelopment projects, including any necessary Marina Local Coastal Program amendments.
- Develop new strategies for the Marina's third-generation redevelopment resulting from the Visioning Process being conducted by the County's Regional Planning Department, as well as recommendations for disposition of leaseholds with expiring terms.
- In concert with the Department's Boating and Marina Management Section, review dock renovation and replacement plans of Marina lessees to ensure appropriate slip mixes and amenities consistent with modern-day marinas.
- Review environmental studies and development proposals.
- Develop policies and procedures relative to the Department's environmental stewardship of its properties as individual issues arise and manage the Department's actions and responses to proposed regulatory environmental mandates.
- Manage concession facilities at County owned, controlled or managed beaches and in the Marina.
- Prepare or supervise the preparation of a variety of complex, analytical, statistical, financial and narrative documents pertaining to the acquisition, development, relocation, management, operation, leasing or consignment of Marina and beach properties and facilities.
- Develop a marina capital infrastructure replacement plan.
- Plan, organize, direct and evaluate the work of the Asset Management and Planning Bureau.
- Actively manage staff and work product toward both accountable and superior performance.
- Develop and maintain networks with Board Offices, other agencies, County departments, consultants, lessees, and other stakeholders to ensure achievement of Bureau goals.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university and five years of experience in a highly responsible management capacity, one year of which must have been directing asset management or planning functions.

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

DESIRABLE QUALIFICATIONS

- A graduate degree or higher from an accredited college or university, with an area of study including a specialization in urban planning, civil engineering, environmental studies, public administration, business administration, law or real estate or real property management;
- Experience in negotiating multimillion dollar agreements for redevelopment of real property;
- Experience in a supervisory capacity managing marina properties and matters relating to boating, or an in-depth knowledge of Maritime Law and boating issues;
- Experience in 1) development in the coastal zone and 2) development restricted by varied environmental constraints;
- Demonstrated ability to work effectively with public officials, other departments, agencies, community groups, private organizations and the general public;
- Strong writing, communication and presentation skills;

- Demonstrated ability to increase efficiency and effectiveness of the bureau; and
- Excellent leadership and consensus building skills.

SALARY & BENEFIT PACKAGE

ANNUAL SALARY: \$117,316 - \$177,568, MAPP R14. The successful candidate may be appointed to any salary within the range depending on qualifications, although placement above the midpoint of the range would most likely require Board of Supervisors approval. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

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 pension 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.
- **MegaFlex Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 paid days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **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 may contribute \$75 per month to the Dependent Care Spending Account.
- **Savings Plan 401 (k)** – 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.

SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's qualifications for this position.
- Only the most qualified candidates as determined by the screening process will be invited to participate in the selection process.
- The names of the most highly qualified candidates will be submitted to the Director of Beaches and Harbors for final selection.
- NOTE: Prior to appointment, a background investigation will be completed of the candidate selected for this position.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (310) 823-4287 (ADA Coordinator - Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

EMPLOYMENT ELIGIBILITY INFORMATION: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County within three business days of hiring, which show satisfactory proof of: 1) identity and 2) US employment eligibility.

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. The County of Los Angeles does not participate in the Social Security System. 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 www.socialsecurity.gov or call toll free (800) 772-1213. Persons who are deaf or hearing impaired may call the TTY number 1-800-325-0778 or contact a local Social Security office.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resumes should include the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. 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.
3. Information required in determining if candidate meets the ***Minimum Requirements and Desirable Qualifications sections*** of this recruitment announcement.

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 attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume package to:

Kyle Lent
Department of Beaches & Harbors
13483 Fiji Way, Tr. #2
Marina del Rey, CA 90292
Fax Number: 310.821.0678
Direct questions to Kyle Lent at 310.827.0816
E-mail: klent@bh.lacounty.gov

Copies of this announcement are available in the Beaches and Harbors Human Resources Office.



Date Posted: June 1, 2014

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER