



Coastal Management Coordinator

Category: Exempt
Pay Grade: E24
Job Code: 16860

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible professional and technical work coordinating projects for Pinellas County's Coastal Management Program (CMP); manages, coordinates, and implements 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; develops cost-effective and efficient processes and procedures to coordinate beach nourishment and post-construction permit monitoring activities; may also supervise subordinate staff to provide CMP support.

ESSENTIAL JOB FUNCTIONS (examples, 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 inquires and complaints;
- Develops directions and operational policies and procedures;
- Coordinates local government beach planning efforts with federal, state, and local municipalities;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of 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 an Associate's degree in coastal geology or coastal engineering, computer science, business administration, planning, or a related field and six (6) years of experience as described above; or a Bachelor's degree and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

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;
- 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;
- Ability to oversee capital improvement plans and major construction projects.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.