

San Francisquito Creek Joint Powers Authority
May 15, 2008
Agenda Item 6

Subject: Hiring Process for Replacement of JPA Executive Director

Action: Approve Draft Job Description for the Executive Director Position

Prepared by: Kevin Murray

Background:

At the April 29, 2008 Board meeting, the Board discussed potential structural and operational options for the JPA moving forward, considering changes that have recently taken place or are being considered within the agency.

Directors Drekmeier and Robinson volunteered to produce the first draft of a Job Description that could be used in advertising for prospective applicants to fill the Executive Director position vacated on May 1, 2008.

The Board agreed to return to a special session to continue discussions.

Update:

Staff is currently reporting directly to Chairperson Abrica and Vice-Chair Robinson as an interim committee in the absence of an Executive Director.

Attached is the first draft of the Job Description for the Executive Director position drafted by Directors Drekmeier and Robinson.

Fiscal Impact: No Fiscal Impact will be recognized by approving the Draft Job Description. The eventual hiring of a new Executive Director would continue the annual expenditure of up to \$110,632 in salary and up to \$39,827 in benefits (expenditures currently approved in the 2008-2009 Operational Budget.)

JOB DESCRIPTION

Executive Director

San Francisquito Creek Joint Powers Authority (JPA)

May, 2008

About the San Francisquito Creek JPA

The JPA was established in 1999 to address community concerns regarding flooding and environmental preservation on San Francisquito Creek, the jurisdictional boundary between San Mateo and Santa Clara counties in Northern California. Composed of members from the cities of East Palo Alto, Menlo Park and Palo Alto, the Santa Clara Valley Water District and the San Mateo County Flood Control District, the JPA is empowered to protect and maintain the 14-mile San Francisquito Creek and its 45 square-mile watershed. It strives to accomplish the following goals:

- To develop and implement flood control measures for the San Francisquito Creek watershed.
- To facilitate and perform bank stabilization, channel clearing, and other creek maintenance.
- To take actions necessary to preserve and enhance environmental values and instream uses of San Francisquito Creek.

Current priority projects are completion of a Flood Control Feasibility Study and an Early Implementation Flood Reduction Project.

The Position

Reporting to the JPA Board, the Executive Director assists the Board with the development of goals and work plans and acts as operational manager, including preparation of an annual budget and cost allocation plan, providing reports and information regarding issues affecting the management of the Creek, recommending selection of consultants and contractors, monitoring contracts and agreements, serving as a liaison with interested groups and representing the JPA in meetings.

There are 4 primary categories of duties that the position will address:

- Coordinating the completion of the Flood Control Feasibility Study among member agencies and the Army Corps of Engineers.
- Coordinating the development of an Early Implementation Flood Reduction Project.
- Seeking and pursuing funding from local, state and federal sources, and developing community support for future funding.
- Conducting and overseeing the JPA's administrative operations.

The Executive Director will have two staff members reporting directly to him/her.

The Ideal Candidate

Will be an experienced executive who has exceptional leadership, communication and consensus building skills, and possess an in-depth knowledge of environmental planning relating to streams. In addition, the candidate should possess the following qualities:

- The ability to serve as business manager for a highly visible organization with a complex political and technical mission.
- Knowledge of the principles, practices and methods used in government planning and environmental regulations, and the ability to provide support and staff leadership to a board of elected officials and to comply with the legal requirements of a public entity (including CEQA, Brown Act and Public Records Act).
- The ability to build strong relationships with other public agencies, nonprofit organizations and the general public.
- Experience with project management and political advocacy.
- The ability to communicate and coordinate effectively with technical advisors.
- Experience preparing and writing effective reports, facilitating stakeholder groups and making presentations.
- A track record of successful grant writing.
- Administrative skills, including budgeting and team-oriented management.

Candidate Qualifications

- Education and experience equivalent to a bachelor's degree from an accredited college or university, with major work that might include public or business administration, engineering or environmental studies and preferably an advanced degree in one of these areas of study.
- A minimum of five years of increasing responsibility for environmental planning, public works, public administration or related field experience.
- Experience with stream or watershed management preferred.
- A technical/engineering background is not a requirement, but will be considered a plus.

Compensation and Benefits

To be determined based on qualifications and experience.

Selection Process

Following the filing deadline, resumes will be screened (which may include a preliminary interview). Selected candidates will be invited to meet with senior staff members of the JPA for placement consideration. Senior staff will recommend finalists to the JPA Board for interviews and final selection. The target starting date is July 1, 2008.

How to Apply

If you are interested in applying for this exciting career opportunity, please submit a cover letter (including salary expectations), resume, writing sample and three professional references by June 6, 2008 or postmarked before midnight of this date, to:

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