



COASTAL ZONE MANAGEMENT (CZM) ADMINISTRATOR –OPTION B

Department:	Reports To:
Division:	Location:
FLSA Status: Exempt	Classification: Part-Time/Civil Service
Approved By:	Date of Approval:

JOB SUMMARY

Directs and coordinates the Lafourche Parish Coastal Zone Management Program, by performing the following duties personally or through division employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Manages and supervises Coastal Zone Restoration and Management Program which includes the daily administration and supervision of office and technical staff required in facilitation of the daily operations
- Provides leadership and direction in the development and subsequent implementation of short and long range plans; coordinates division activities with other departments, local fresh water and levee districts and state and federal agencies, as needed
- Serves as technical advisor for the Lafourche Parish Coastal Zone Management Advisory Committee
- Communicates official plans, policies and regulatory procedures to staff, supervisors, business and industry, elected officials, and the general public
- Assures that assigned areas of responsibility within the division are performed within budget; performs cost control activities; monitors revenues and expenditures of the CZM Program to ensure sound fiscal control and accountability and compliance with terms and conditions of the funding assistance; assists in the preparation of the annual CZM budget; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, equipment and staff time
- Assists in maintaining working liaison with federal, state, and parish regulatory agencies to ensure that the Parish maintains compliance with various laws and regulations regarding coastal use activities
- Assists in the completion of the annual audit by providing requested financial documents and records

- Performs public information/promotion services through the development of coastal preservation and enhancement public service announcements, brochures, other publicity efforts; addressing civic organization regarding the Lafourche Parish Coastal Zone Restoration and Management Program
- Provides training and direction to division staff to ensure that the duties, responsibilities, authority, and accountability of direct subordinates are clearly defined and fully understood; resolves grievances, conducts employee performance evaluations, makes recommendations for promotions, layoffs, terminations, and wage increases; determines manpower shortages and facilitates the creation of new positions within the division

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Responsible for the establishment and maintenance of all division records and reports
- Serves as a member of outside affiliated boards and commissions, as assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Coastal Zone Management Division. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or (1) to three (3) years related experience and/or training; or equivalent combination of education and experience in the technical and programmatic aspects of coastal zone management and environmental planning. General knowledge of local government responsibilities and programs associated with the coastal use permitting, and preservation and enhancement of coastal zones and environmentally sensitive areas of Lafourche Parish desirable.

Language Skills. Ability to read, analyze, and interpret general business and governmental periodicals and regulations, professional journals, and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Louisiana Driver's License.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk and hear. The employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, required to work around moving mechanical equipment and may be occasionally exposed to wet/humid conditions, air-borne particles, fumes, and/or toxic or caustic chemicals. The noise level in the occasional outdoor work environment is usually moderately noisy.