Now accepting applications for

SENIOR ADVISOR
ASSIGNED AS THE
RICHARDSON BAY
REGIONAL AGENCY

EXECUTIVE
DIRECTOR

$135,200 - $187,200 Annually DOQ/DOE
Do you have a passion for developing communities in a creative and progressive way? Do you have experience working with the media? Regional Government Services is recruiting for a skilled, full-time Senior Advisor to fulfill our commitment and provide services to Richardson Bay Regional Agency as Executive Director.

This RGS assignment works under broad policy direction, as the Executive Director acting for the Board of Directors of RBRA in developing strategic initiatives, directing the operations of the Agency, and representing the interests of the Agency with other agencies, organizations, stakeholders, and public.

Responsibilities include carrying out the direction of RBRA Board in planning, directing, coordinating, and reviewing the activities and operations of the JPA; directing and supervising the activities of the consultants and contractors; and performing related work as required.

This position is responsible for the planning, resource management, and functioning of a joint powers’ agency, demanding an elevated level of skill, knowledge, and abilities in all aspects of administration. The work requires initiative, judgment, discretion, and the ability to make independent decisions within established policies, procedures, ordinances, laws, and regulations set forth by the Board of Directors of the Agency and Federal, State, and County governments.

**THE IODEAL CANDIDATE WILL**

- Be a curious and astute manager with demonstrated experience in successfully leading large or complex projects.
- Build good relationships with clients and key stakeholders.
- Build a high level of trust by understanding client’s overall goals.
- Have extensive experience as a local government executive or high-level manager with a collaborative, customer-oriented leadership style.
- Be an innovative, ethical, self-motivated, adaptable, organized leader who takes initiative and is comfortable working in a fluid and project-focused environment.
- Communicates in a proactive, approachable, and responsive manner, demonstrating understanding of stakeholder interests and needs and commitment to meeting them.
- Have knowledge of principles and practices of team and project management work models, coupled with solid skills in setting performance expectations, defining deliverables, holding people accountable, and supporting effort through well-designed work processes.
- Be analytical and appropriately meticulous.
- Effectively and professionally communicates in writing, to prepare agendas, staff reports, and policy documents.
- Be articulate and credible, have excellent communication and presentation skills, particularly in addressing non-expert audiences on complex matters.
- Be a successful relationship builder and collaborator accustomed to coordinating with regional partners.
- Have knowledge of regulatory enforcement, ideally maritime regulations especially around anchorage.

**THE POSITION**

THE IDEAL CANDIDATE WILL HAVE THE ABILITY TO WORK REMOTELY, HOWEVER, THE INDIVIDUAL MUST ACCOMMODATE CLIENT NEEDS AND WORK IN OFFICE WHEN APPROPRIATE.
**COMPETENCIES**

**Adaptability/Flexibility** - Responds effectively to multiple demands, ambiguity, shifting priorities, emerging situations, and rapid change.

**Analytical Thinking** - Identifies and defines problems; extracts key information from data; and develops workable solutions for the problems identified.

**Collaboration** - Fosters team communication and dialogue; identifies opportunities for building consensus for team options, decisions, and outcomes.

**Communication** - Effectively conveys and exchanges thoughts, opinions, and information verbally and in writing.

**Decision Making/Problem Solving** - Takes action that is consistent with available facts, constraints, and probable consequences to define problems and implement solutions.

**Initiative** - Identifies and takes action to address problems and opportunities.

**Interpersonal Relations** - Builds relationships based on mutual trust and respect.

**Leadership** - Inspires others toward a common vision and fosters trust and ethics.

**Reliability and Commitment** - Shows commitment, dedication, and accountability, and follows through on all projects, goals, and aspects of one’s work.

**Results Oriented** - Translates objectives into action plans, including identifying task interdependencies.

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**THE ASSIGNED AGENCY**

The Richardson Bay Regional Agency is a local Joint Powers Authority, comprising the County of Marin, the cities of Mill Valley and Belvedere, and the Town of Tiburon. The RBRA is dedicated to maintaining and improving the navigational waterways, open waters, and shoreline of RBRA.

**Transition Goal:** A safe, healthy, and well-managed Richardson Bay Regional Agency.

**Transition Principles:**
- Implement the 2021 Settlement Agreement between Richardson Bay Regional Agency and the Bay Conservation and Development Commission
- Affirm Richardson Bay Regional Agency as a temporary anchorage and prevent additional vessels from extended stays.
- Conditionally and with discretion, allow occupied legacy vessels that comply with RBRA requirements to remain for a limited period.
- Support initiatives for relocating occupants of vessels to alternative housing.
- Realize a decreasing number of occupied vessels over time.
- Protect and promote eelgrass habitat and growth.
QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of experience at a senior management or executive level, or any combination of education and experience equivalent to education below. Experience in public or private sector employment in an executive or management position that requires the planning and execution of work programs or administrative operations, and the coordination of varied activities. Demonstrated accomplishment in achieving results in a complex, multi-stakeholder environment.

Executive level work in a maritime, health and human services or development environment, sophisticated, collaborative, creative thinker with significant public sector experience or exposure is highly desirable but not required.

Education:
Equivalent to graduation from a four-year college or university with major course work in planning, public policy, public or business administration, or a field closely related to the work of the Agency.

BENEFITS

Retirement – RGS participates in a defined contribution 401(a) plan administered by MassMutual. RGS contributes 10% on behalf of the employee at employee's regular rate of pay. In addition, RGS offers an employee sponsored deferred compensation 457(b). Participation in the 457(b) plan is voluntary and funded by the employee through payroll deduction.

Health Insurance – Medical benefits are provided through the Public Agency Coalition Enterprise (PACE). Regional Government Services (RGS) offers three plan choices to qualified employees and eligible dependents. Employer contributions are based on the numbers of hours worked.

Dental/Vision Insurance – Dental benefits are provided through Delta Dental for dental benefits. For 2021, RGS covers the entire cost of the premium for qualified employees and eligible dependents. Vision benefits are provided through Superior Vision. For 2021, RGS covers the entire cost of the premium for qualified employees and eligible dependents.

Employee Assistance Program – RGS offers MHN as an Employee Assistance Program to all employees. This is a confidential program offered to all employees at no cost. Services include, legal, financial, work & life, and identity theft assistance. Employees are entitled to eight (8) face-to-face, telephonic, or web-video consultations per incident, per calendar year.

Sick Leave – RGS provides paid sick leave in accordance with California State law of up to 48 hours per year.
OPEN UNTIL FILLED

Applications will be reviewed on a continuous basis until filled. Apply immediately.

Apply at: https://bit.ly/RGSRBRAExecutiveDirector

To be considered for this exciting opportunity, candidates are invited to submit an application with a statement of interest and a focused resume detailing their recent (within the past 10 years) work experience and highlighting demonstrated career accomplishments relevant to this position.

When describing projects and programs managed, please include the name of each employer, number and composition of team(s) and your role(s), scope of responsibilities, and delivered products or services. Applications are screened continuously and those applicants meeting the minimum qualifications may be invited to an oral interview.

Please apply immediately as this recruitment will close once a candidate has been selected.

Each candidate's background will be evaluated based on information submitted at the time of application, and qualified candidates will participate in a preliminary remote/phone interview. Only the most qualified candidates will be invited to participate in a structured interview process.

Additional inquiries about the position may be directed to Richard Blut at rblut@rgs.ca.gov.

Regional Government Services is not responsible for failure of internet forms or email transmission in submitting your application.

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing rblut@rgs.ca.gov.