



April 2026  
FLSA: Exempt

## **DIRECTOR OF ENGAGEMENT AND REGIONAL CLIMATE PLANNING**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Engagement and Regional Climate Planning Department including marketing and communications, community education and engagement, Community Advisory Committee support, Regional Climate Action Plan collaboration and implementation, offshore wind collaboration, and project manager for Strategic Plan update; formulates departmental policies, goals, and directives; coordinates assigned activities with other RCEA departments, officials, outside agencies, external stakeholders and the public; fosters cooperative working relationships among RCEA departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Executive Director. Exercises supervision over management, professional, technical, and/or administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a department head classification that oversees, leads, and participates in all activities of the Engagement and Regional Climate Planning Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, RCEA functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and Board of Directors on policies, procedures, and major RCEA programs/initiatives.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all Engagement and Regional Climate Planning Department programs, services, and activities, including community engagement, outreach, communications, and regional coordination functions.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine RCEA needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Provides executive level direction for marketing, public education, and community outreach activities supporting RCEA programs and services; ensures alignment and consistency of messaging, branding, and engagement strategies across RCEA.
- Provides high level policy direction and administrative oversight to ensure the Regional Climate Action Plan is aligned with strategic objectives, Board policies, and jurisdictional agreements; supervises the Regional Climate Action Plan Administrator by setting expectations and reviewing progress at a strategic level.
- Reviews major Regional Climate Action Plan recommendations and deliverables for policy alignment and readiness.
- Leads or supports agencywide strategic planning efforts, major cross departmental initiatives, and long-range planning activities related to engagement and regional climate coordination.
- Represents the department to other RCEA departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the Board of Directors and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of climate planning and outreach.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; serves as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- Leads or supports RCEA involvement with offshore wind development, including collaboration with local stakeholders and leaders, and representing RCEA's interest in local, statewide, and federal planning efforts related to offshore wind development.
- Directly supports the RCEA's Community Advisory Committee, including staffing their regular meetings, and advising on ways to make CAC involvement meaningful and representative of our community.
- Observes, complies with, and ensures staff compliance with all RCEA and mandated safety rules, regulations, and protocols.
- Leads the ongoing implementation of RCEA's Racial Justice Plan within the Engagement and Regional Climate Planning department and actively champions and supports justice, equity, diversity, and inclusion efforts across the organization.

- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles, practices, and methods, including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership and collaborative decision making.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of climate change planning and project management.
- Federal, State, regional, and local regulations pertaining to climate change.
- Principles and practices of community engagement and marketing.
- Applicable federal, state, and local laws, codes, and regulations, as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Engagement and Regional Climate Planning department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, professional, and technical personnel; delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Provide executive, administrative, and professional leadership for a multidisciplinary department encompassing community engagement, marketing oversight, and regional climate planning functions.
- Provide high level policy oversight and guidance for complex, multiagency initiatives, including regional climate planning efforts, while delegating program administration and implementation to subordinate management.
- Effectively represent the department and RCEA in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in business or public administration, organizational development, planning, environmental sciences, or a closely related field and 10 years progressively responsible and varied experience in organizational or municipal management.

**Licenses and Certifications:**

- Possession of a valid California Driver's License or evidence of equivalent mobility, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Agency sites (use only for driving positions); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.