Job Announcement for a Project Manager
(or Senior/Associate Project Manager, depending on qualifications and experience)

Open Until Filled

Agency Background: San Mateo County has already been shown to be severely threatened by the water-related impacts of climate change, including drought, atmospheric rivers, coastal erosion, and sea level rise, and it has more people and property at risk from further sea level rise than any other county in California. These facts led the State to establish the San Mateo County Flood and Sea Level Rise Resiliency District (also known as OneShoreline) in 2020 as the first independent government agency to build resilience to these threats. Taking on this transformative challenge requires a holistic approach to:

Geography – OneShoreline is the vehicle through which the County and its cities can align the benefits – and share the costs – of this work, and present a unified voice to state, federal, and private partners and funders;

Threats – OneShoreline helps jurisdictions go beyond historic flood concerns to plan for, and build resilience to, long-term future conditions surrounding the many water-related impacts of climate change;

Objectives – OneShoreline works with leaders in climate science and planning to reduce the threats, and it looks for opportunities to incorporate nature-based solutions, environmental and recreational enhancements, and the private sector into its efforts.

More information can be found at OneShoreline.org.

Summary of Position: OneShoreline is seeking qualified applicants to help shape the direction of our agency. Depending on the qualifications of the successful candidate, this full-time position will be initially classified as Project Manager, Senior Project Manager or Associate Project Manager. They will work under the direction of the agency’s Chief Executive Officer and in close collaboration with existing finance and project management staff.

Typical Duties and Skills:

• Manage the scope, budget, schedule, and contract(s) of one or more projects in various stages of visioning, planning, design, CEQA and permitting, construction, and maintenance;

• Manage complex procurements, including the development of a request for proposals or bid solicitation package, evaluation of proposals, and contract negotiations;

• Lead meetings and coordinate effectively with interdisciplinary project teams consisting of funders, partner jurisdictions, landowners, consultants, and contractors;

• Demonstrate sensitivity and discipline in resolving project-related disputes and in communications with elected officials, regulatory agencies, stakeholders, and the general public;

• Write grant proposals for project and operational funding, and manage the required reporting of those funds;

• Prepare, synthesize, and present technical documentation in a concise manner;

• Demonstrate an understanding of water-related climate challenges and solutions sufficient to contribute to OneShoreline’s project and planning efforts;

• Knowledge of spreadsheet, word processing, and project management programs;

• Drive to and from job sites throughout the County, and walk project sites to observe and approve work; and

• Perform other related duties and responsibilities as assigned.
OneShoreline Job Announcement – Project Manager

Compensation and Benefits: OneShoreline is looking to fill its project management needs through existing staff and this new hire. The title and pay of the successful candidate will be commensurate with the candidate’s qualifications and experience – annual compensation ranges from a minimum of $75,000 for an Associate Project Manager to a maximum of $185,000 for a Senior Project Manager. This position comes with a robust benefits package including social security and employer contributions to retirement accounts up to 15% of gross salary; health, dental, and vision insurance; a flexible spending account; paid leave; and other benefits.

Location: An office will be provided at the OneShoreline offices in San Mateo, CA, and a work arrangement from both office and home is possible. Occasional travel to sites within San Mateo County will be required.

Minimum Qualifications: Bachelor’s degree and at least three years of work experience to provide the knowledge, skills, and abilities necessary to successfully fill this role. This work is at the interface of several disciplines (climate science and policy, urban planning, biology, water resources engineering, etc.) and requires communication with various audiences (consultants, contractors, elected representatives, regulatory agencies, general public). Thus, the ideal candidate will have excellent verbal and written communication skills to work across these disciplines and audiences. In addition, this position requires leadership, attention to detail, flexibility, and an independent worker who is comfortable taking initiative and seeking out resources to support their work.

Hiring Process:

This position is open until filled. Candidates for this position must submit an email to jobs@OneShoreline.org with the subject line “Project Manager Position” and the following attachments:

- Cover letter describing in detail your interest in joining OneShoreline and serving in this position
- Resume
- Names and contact information of three professional references (who will only be contacted after an interview)
- Written responses of approximately 250 words to each of the following:
  1. Detail how one professional or academic experience has prepared you to work with OneShoreline and in this position.
  2. What do you envision the future holds for OneShoreline’s work over the next 20 years; what major challenges will we face and what suggestions do you have to navigate these challenges?

OneShoreline will review all documents received and notify applicants within two weeks of their submission if they were selected to be interviewed. An offer of employment for the position will be at the sole discretion of OneShoreline’s CEO. Questions regarding this position may be directed to jobs@OneShoreline.org.

Please note:

During the recruitment and selection process, applicants may be required to submit verification of qualifying education and experience. OneShoreline is proud to be an Equal Opportunity Employer. We welcome and celebrate the diversity of our employees and strive to create a workplace free of discrimination and harassment where they feel valued every day. OneShoreline will make reasonable efforts in the examination process to accommodate persons with disabilities; please notify OneShoreline in advance by emailing jobs@OneShoreline.org.