



Job Announcement for a Project Manager

Open through December 5, 2025

Agency Background: San Mateo County has already been severely affected by the impacts of climate change, including temperatures that have risen at a rate much higher than the national average, extreme storms, drought, coastal erosion, groundwater rise, and sea level rise that threatens more people and property than in any other California county. Due to these hazards, State legislation (AB 825, authored by Kevin Mullin) established the San Mateo County Flood and Sea Level Rise Resiliency District – also known as OneShoreline – on January 1, 2020 as the first independent government agency in California with the authority to work across jurisdictional boundaries to plan for, and build resilience to, the water-related impacts of climate change. Taking on this transformative challenge requires a holistic approach to:

- Geography – OneShoreline works across jurisdictional boundaries so the County, the twenty cities within it, and other governmental, non-profit, and private entities can align the benefits and share the costs of this work.
- Threats – OneShoreline helps plan for, and build resilience to, long-term future conditions based on the best available science associated with the many issues.
- Objectives – Climate change is an issue for housing, transportation, utilities, habitat, parks, and other assets that make our communities livable, so OneShoreline’s land use and project work focuses on the long-term resilience of developed, recreational, and natural areas.

As our name suggests, OneShoreline’s philosophy is that we are all in this together. More information about OneShoreline’s objectives and strategies to turn one of the most vulnerable counties into the most resilient one can be found at OneShoreline.org.

Position Summary: OneShoreline is seeking qualified applicants to help shape the direction of our young agency and lead key projects. This full-time position is classified as Project Manager, though depending on the qualifications of the successful candidate, it could be classified as Senior Project Manager. The successful candidate will work under the direction of the agency’s Director of Project Management and collaborate closely with OneShoreline finance and project management staff.

An Ideal Candidate for this Position Demonstrates Some of the Following:

- Experience leading or substantially contributing to projects that advance long-term climate resilience, through land use planning, climate policy, infrastructure design or management, or the enhancement of habitat or recreation, and preferably in more than one of these disciplines. Success may come from work in San Mateo County or another region with comparable governance, land use, and climate-driven hazards.
- Knowledge of the phases of resilience projects – including securing funding, scoping, planning, public engagement, design, CEQA compliance, permitting, construction, and compliance – and comfort interpreting technical data to assess opportunities, constraints, and tradeoffs, and to recommend multi-benefit solutions.
- Familiarity with public sector processes and policies, and an ability to navigate decision-making and develop collaborations across multiple jurisdictions and agencies.
- Self-directed and accountable, with the ability to organize complicated assignments and take initiative, schedule and carry out assignments, while also seeking input, resources, and partnerships to strengthen outcomes.
- Skilled at synthesizing and writing, and confident in presenting, broad concepts and detailed information to diverse audiences, such as elected officials, agency staff, technical experts, property owners, and the public.
- Experience managing scopes, budgets, and schedules for complex, multi-benefit projects, aligning project tasks with funding, tracking performance, meeting grant requirements, and positioning for future funding.
- Committed to projects that are inclusive, responsive to local priorities, and designed to benefit all residents.
- Sensitive and disciplined when navigating challenging topics and situations.

Examples of *Potential* Key Duties of this Position:

- Manage OneShoreline-led adaptation plans that align with Bay Conservation and Development Commission guidelines, including the Brisbane Shoreline Resilience Plan and Southern Bayside Cities Shoreline Resilience Plan (Belmont, San Carlos, Redwood City, Menlo Park, and East Palo Alto).
- Serve as Project Manager for, or support the management of, a complex, multi-benefit resilience project led by OneShoreline, including: working with other OneShoreline staff to develop new grant applications and report on successful grants; managing the process to solicit, evaluate, and procure consultants and contractors; negotiating contracts, including scope, budget, and schedule; negotiating agreements with partner agencies; facilitating project team meetings; collaborating with jurisdictions, asset and property owners, regulatory agencies, and others; managing the development of outreach to provide opportunities for meaningful input; representing OneShoreline at public meetings, events, and multi-agency forums.
- Represent OneShoreline on project advisory committees led by other local government agencies.
- Provide resilience-focused reviews of land use proposals and public and private developments to ensure consistency with OneShoreline’s planning guidance, and support the development of OneShoreline’s forthcoming Resilient Public Infrastructure Guidance.
- Coordinate with staff at OneShoreline and other agencies so that Flood Early Warning System data is incorporated into project planning.
- Use of common technology, such as Microsoft Office Suite or virtual meeting and project management software.
- Travel throughout San Mateo County to observe, document, and approve work at project sites.
- Perform related administrative duties and identify and implement efficiencies to improve agency operations.
- Supervise and mentor a graduate student summer fellowship intern.

Compensation and Benefits: The title and pay of the successful candidate will be commensurate with the candidate’s qualifications and experience – collectively, annual compensation for a Project Manager and Senior Project Manager ranges from \$85,000-\$190,000. This position comes with a robust benefits package including Social Security, employer contributions to retirement accounts up to 15% of gross salary; medical, dental, and vision insurance; a flexible spending account; paid holidays, vacation, and sick leaves; and other benefits.

Location and Work Arrangement: An office will be provided at OneShoreline’s offices in San Mateo, CA, and a hybrid arrangement from the office and home is possible. Travel within San Mateo County is required.

Minimum Qualifications: Bachelor’s degree in a relevant field and at least three years of work experience to provide the knowledge, skills, and abilities necessary to successfully fill this role.

Hiring Process: The first review of applications will occur immediately after December 5, 2025. By that date, candidates for this position must submit an email to jobs@OneShoreline.org with the subject line “Project Manager Position” and include the following attachments:

1. One-page cover letter describing your interest in joining OneShoreline and serving in this position.
2. Your resume, listing qualifications aligned with the duties listed.
3. Names and contact information of three professional references (who may be contacted after an interview).
4. A written response of approximately 250 words to the following question: Detail how one professional experience has prepared you to work with OneShoreline and in this position.

OneShoreline will review all documents received and notify applicants within two weeks of their submission if they are 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 all employees feel valued every day. OneShoreline will make reasonable efforts in the examination process to accommodate persons with disabilities. Should you require accommodations, please notify OneShoreline in advance by emailing jobs@OneShoreline.org.