



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Permitting & Compliance Officer
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

DEFINITION:

Under the direction of the General Manager, the Planning & Projects Coordinator is responsible for planning and implementing Cambria Community Services District (CCSD) projects and initiatives. They support the Utilities Department and the Administration, Fire, and Facilities & Resources Departments. In addition to support, responsibilities include creating project proposals, revising proposals and plans, creating amendments to existing proposals/bids/requests for proposals, creating permit/grant applications, and staff reports. This position provides contractor communication and status reporting to stakeholders. They oversee the development, scheduling, and implementation of projects and/or local development plans in order to fulfill district objectives. Tasks also include collaboration with the Administration Department to manage budget proposals and analyze operational budgets. They ensure compliance with regulations, optimize resources, provide critical support for strategic decision-making and maintain project reporting.

The Planning and Projects Coordinator serves as a bridge between long-term community planning and active project execution. This role involves coordinating the review of land use requirements, identifying/managing Capital Improvement Projects (CIPs), and ensures all community development aligns with local ordinances, zoning laws, and budget constraints.

This is an exempt management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Project Planning & Scheduling:

- Develop, maintain, and monitor detailed project schedules, work progress, and master plans to ensure timely completion.
- Propose, evaluate, and develop policies and procedures for future projects and initiatives.

Permit and Regulatory Oversight:

- Administer, review, and evaluate activities regarding current and future projects(e.g. Conditional Use Permits, Planned Development Permits, etc.) consistent with land use regulations and California Environmental Quality Act (CEQA) compliance reporting.
- Provide management-level expertise, input, and decision-making for discretionary projects and permits including coordination and oversight of consultant/contractor services.
- Review and ensure projects comply with local, state, and federal laws, regulations, and industry standards.

Public Liaison:

- Serve as a contact for community members, contractors and consultants regarding permitting, zoning and site plan ordinances.

Data Analysis & Reporting:

- Research historical data and current records to forecast future needs and present reports to district officials.

Operational Oversight:

- Manage workflows to maximize efficiency and achieve production or development targets.

Additional Tasks:

- Plan review
- RFP creation (Request for Proposal)
- Contract creation
- General Planning and Local Coastal Plan Review/Submission
- Coastal Development Permit applications
- CDFW Permit applications
- Grant Funding applications and oversight
- Supervise, direct, coordinate and implement land use planning projects and programs
- Maintain up to date understanding of local ordinances and regulations
- Collect, analyze, and interpret data required by the District, it's vendors and regulatory agencies
- Prepare clear and concise written reports for staff and the Board of Directors
- Set objectives and review recommendations
- Collaborate with internal staff and external contractors to facilitate clear and efficient communication
- Provide support to internal staff
- Establish and maintain effective relationships with community members, contractors and consultants
- Present and communicate clearly and effectively with the Board of Directors, other governing bodies, staff, citizens, and special interest groups.
- Supervises and oversees contract insurance review with the District's insurance company.

REQUIRED QUALIFICATIONS:

EXPERIENCE: A combination of experience and/or education providing the required knowledge, skills, and abilities necessary to satisfactorily perform all essential duties and responsibilities is most important. Experience with a public agency in a supervisory role is highly desirable.

EDUCATION: A Bachelor's degree from an accredited college or university is required. Preferred majors for this role include natural resource management, civil, environmental, or sanitary engineering, management, biological science, chemistry, environmental technology, environmental science, urban planning, public administration, or a closely related field.

LICENSE:

1. A valid California Class “C” driver’s license is required. Must maintain a satisfactory DMV record and the ability to maintain insurability.

OTHER SPECIFICATIONS:

Must be willing and able to work alternating shifts and weekend work to provide supervisory coverage after normal workday and/or irregular and on-call emergency requests on nights, weekends, and holidays. May be subject to formal standby or around-the-clock operations as situations warrant.