



The California Fish and Game Commission
invites applications for

EXECUTIVE DIRECTOR

Exempt Appointment – Non-tenured, full-time

Location: Sacramento, California

Job Code#: JC-164289

Position #: 565-001-0771-401

Classification: Executive Director, Fish and Game Commission/Department of Fish and Game

Monthly Salary: \$10,733.00 - \$11,958.00

Final Filing Date: August 14, 2019

Interviews: August 28, 2019 in Sacramento

The California Fish and Game Commission (Commission) is looking for a talented and exceptional executive director to take the helm of a high performing team to support and carry out the mission of the Commission. The position requires a dynamic leader with demonstrated executive-level experience. The position offers unique opportunities and challenges in one of the most beautiful states in the union, while working with a diverse and growing population. Based in the state capitol of Sacramento, the Commission is family-friendly and situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe and other desirable destinations.

California Fish and Game Commission

Established in 1870, the Commission is composed of five members appointed by the Governor and confirmed by the California State Senate. The Commission has a small staff, including the executive director, a deputy executive director, a program manager, two science advisors, and administrative and analytical support personnel. The Commission conducts public meetings throughout the State to, among other things, promulgate regulations for sport fishing and hunting, many commercial fisheries, and designating protected areas; makes listing and delisting determinations for the state's rare, threatened or endangered species under the California Endangered Species Act; sets policy for the California Department of Fish and Wildlife; acts in a semi-judicial role for appeals and accusations; and leases state water bottoms for aquaculture and kelp beds for harvesting.

For more information about the Commission, please visit www.fgc.ca.gov.

Position Description and Duties

The Executive Director is the executive officer for the Commission. This position is exempt appointment to and service in the position is at the pleasure of the Commission.

Under the general direction of the California Fish and Game Commission, the executive director actively supports and implements a shared vision that emphasizes (1) a healthy, biodiverse and natural California in which native fish and wildlife thrive; and (2) a rich and sustainable outdoor heritage that inspires recreation and enjoyment for all generations.

The executive director oversees and guides the work of a multi-disciplinary team of professional and administrative staff; provides direction to staff for administering a critical, statewide regulatory program and quasi-judicial proceedings; maintains collaborative working relationships with government agencies and stakeholders; maximizes opportunities to educate the public and stakeholders about commission actions; advises the commission on legislation, public policy, meeting its statutory responsibilities, and achieving strategic goals; represents the Commission in negotiations; and provides general oversight for commission operational decisions.

You will find additional information about the job in the [Duty Statement](#).

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Exhibits a high degree of integrity and ethical behavior by modeling values-based behaviors
- Acts with independence, open-mindedness, flexibility, trust and tact
- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board or commission on complex issues
- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public, and special interest groups
- Experience in identifying, prioritizing and implementing objectives to achieve stated goals
- Experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff
- Exhibits strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential
- Promotes internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals
- Experience with public speaking before large groups and group communication techniques
- Knowledge of the commission and state fish and wildlife programs and policies, and California state government, including the organization and practices of the legislature and executive branch
- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity
- Obtained a baccalaureate or advanced degree in public administration, environmental policy, environmental science, natural science, wildlife or fisheries management, or related field

Special Requirements

Special Personal Characteristics

A thorough commitment to the Commission's mission and vision and core values, strong knowledge concerning leadership and management principles to motivate others to define and solve problems, excellent oral and written communication skills, the highest level of integrity as well as tact and discretion with sensitive and confidential issues, ability to work well on a small team, a judicial temperament, ability to adapt to a continually-evolving environment and thrive in a timeline-driven setting, dependable, and self-motivated.

Working Conditions

Conflict of Interest Code and Statement of Economic Interests Filing

This position is subject to Title 14, Section 782.1, of the California Code of Regulations, the Commission's Conflict of Interest Code regulations. The Political Reform Act requires employees who serve in this position to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office. These statements are publicly accessible documents.

Application Instructions

Completed applications and all required documents must be received or postmarked by the final filing date in order to be considered. Dates printed on mobile bar codes, such as the Quick Response (QR) Codes available at USPS, are not considered postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: August 14, 2019

Who May Apply

This is a non-testing classification; therefore, individuals who are eligible to be appointed to this exempt position by the State of California may apply. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable laws and rules. Please note on your application your current participation in these programs.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process.

Applicants must meet the minimum qualifications stated in the classification specification(s).

How to Apply

Complete application packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this job. Application packages may be submitted electronically through your CalCareers Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of

the application package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below. If you submit your application electronically, you must provide a print copy of the STD 678 with an original signature using one of the two alternative methods listed below.

Address for Mailing Application Packages

California Department of Fish and Wildlife
Attn: Carolyn Rendon
P.O. Box 944209
Sacramento, CA 94244

Address for Drop-Off Application Packages

Carolyn Rendon
California Department of Fish and Wildlife
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814
Weekdays, 8:00 AM - 4:30 PM

What to Include

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job.

- Current version of the State Examination/Employment Application Form (STD Form 678), when not applying electronically, or the Electronic State Employment Application through your applicant account at www.CalCareers.ca.gov. All experience and education relating to the minimum qualifications listed on the classification specification should be included to demonstrate how you meet the minimum qualifications for the position.
- Resume or CV is required and must be included.
- Statement of qualifications – A statement of qualifications of no more than two pages describing how your experience and education satisfy the desired qualifications.
- Two letters of professional recommendation.

Applications must be *received by* August 14, 2019. Interviews will be held on August 28, 2019 in Sacramento.

Reasonable Accommodation

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Contact Information

The hiring unit contact is available to answer questions regarding the position or application process.

Department Website: www.fgc.ca.gov

Hiring Unit Contact:

David Thesell
California Fish and Game Commission
(916) 654-9903
David.Thesell@fgc.ca.gov

Please direct requests for reasonable accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding reasonable accommodations or equal employment opportunity for this position to the California Department of Fish and Wildlife's EEO Office:

EEO Office
(916) 653-9089
EEO@wildlife.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a telecommunications device for the deaf, and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.