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HOW TO APPLY: Interested applicants need to complete and submit an online State of Maine Direct Hire Application, along with a detailed Resume and Cover Letter at:

<https://www.maine.gov/nrsc/jobs/index.shtml#dmr>

Direct Hire Application forms can be obtained by contacting the NRSC Personnel Office at 624-6370 or by accessing the NRSC website at: <https://www.maine.gov/nrsc/jobs/application.shtml>

APPLICATIONS MUST BE RECEIVED BY: October 20, 2023

Direct Hire Career Opportunity Bulletin

DEPARTMENT OF MARINE RESOURCES

Maine Coastal Program

State House Station #21-*Office Located at Marquardt Building – 32 Blossom Lane, Augusta ME

MAINE COASTAL PROGRAM POLICY SPECIALIST (Public Service Coordinator I)

Opening Date:	September 8, 2023	Closing Date:	October 20, 2023
Location:	Augusta	Position #:	09510-0076
Position Type:	Full Time	Class Code:	CU28 (Unclassified)
Grade/Salary:	Grade 28 (Confidential) - \$60,632.00 - \$82,825.60/Annually		

The Maine Department of Marine Resources (DMR) seeks to fill the position of Maine Coastal Program Policy Specialist (Public Service Coordinator I). The MCP, in the DMR Commissioner's office, is one of 34 NOAA-approved, Coastal Zone Management Programs. <https://www.maine.gov/dmr/mcp/index.htm>

In this detail-oriented position, you will use your analytical skills to lead key elements of the Maine Coastal Program (MCP), including implementation of the federal consistency provisions of the Coastal Zone Management Act (CZMA).

<https://coast.noaa.gov/czm/consistency/>

You will be primary liaison between the MCP and other state and federal agencies, consultants and the regulated community concerning the enforceable policies of the Maine Coastal Program. You'll further hone your good writing skills to draft official program and agency responses.

You'll use your research skills to track state and federal legislation and rulemaking; interpret data, analyze existing and proposed policies and laws, court decisions and other pertinent information for impacts on coastal resources and state programs. You will use your policy analysis skills to develop recommendations for consideration by senior management, particularly concerning implementation of *Maine Won't Wait*, the State's Five-Year Climate Action Plan.

You'll use your communication skills to represent the MCP and DMR interests and priorities through participation in regional and national networks. As directed by agency leadership, you'll serve on or support task forces and advisory groups.

Lastly, you will help shape the future focus of the MCP by supporting the development of our next five-year strategic outlook.

MINIMUM QUALIFICATIONS: A bachelor's degree in coastal management, law or policy, environmental law, coastal and maritime law, natural resource policy and/or management, public policy, or a related field and three (3) years of related work experience. Equivalent related-work experience may be substituted for education on a year-for-year basis.

Excellent organizational, written, and verbal communication, critical thinking, relationship building, problem-solving, and time management skills are required. Demonstrated ability to meet deadlines.

PREFERRED QUALIFICATIONS: Knowledge of Maine's governmental structure, legislative process, and environmental statutes and rules pertaining to Maine's coastal zone. Ability to interpret complex documents. Advanced writing skills and ability to draft policy briefing documents and program responses. Knowledge of the Coastal Zone Management Act and state coastal management programs (either applied or academic).

No matter where you work across Maine state government, you find employees who embody our state motto—"Dirigo" or "I lead"—as they provide essential services to Mainers every day. We believe in supporting our workforce's health and wellbeing with a valuable total compensation package, including:

- **Work-Life Balance** – Rest is essential. Take time for yourself using **13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave** annually. Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.
- **Health Insurance Coverage**– The State of Maine pays **85%-100%** of employee-only premiums (\$9,893.52-\$11,057.52 annual value), depending on salary. Use this chart to find the [premium costs](#) for you and your family, including the percentage of dependent coverage paid by the State.
- **Health Insurance Premium Credit** – Participation decreases employee-only premiums by 5%. Visit the Office of Employee Health and Wellness for more information about [program requirements](#).
- **Dental Insurance**– The State of Maine pays 100% of employee-only dental premiums (\$350.40 annual value).
- **Retirement Plan**– The State of Maine contributes at least **17.80% of pay** to the Maine Public Employees Retirement System (MainePERS), on behalf of the employee.
- **Gym Membership Reimbursement**– Improve overall health with regular exercise and receive up to \$40 per month to offset this expense.
- **Health and Dependent Care Flexible Spending Accounts**– Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.
- **Public Service Student Loan Forgiveness**– The State of Maine is a qualified employer for this federal program. For more information, visit the [Federal Student Aid office](#).
- **Living Resources Program** – Navigate challenging work and life situations with our employee assistance program.
- **Parental leave** is one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive **four weeks of fully paid parental leave**. Additional, unpaid leave may also be available, under the [Family and Medical Leave Act](#).
- **Voluntary Deferred Compensation**– Save additional pre-tax funds for retirement in a MaineSaves 457(b) account through payroll deductions.
- Learn about **additional wellness benefits** for State employees from the [Office of Employee Health and Wellness](#).

There's a job and then there's purposeful, transformative work. Our aim is to create a workplace where you can learn, grow, and continuously refine your skills. Applicants demonstrate job requirements in differing ways, and we appreciate that many skills and backgrounds can make people successful in this role.

As an Equal Opportunity employer, Maine State Government embraces a culture of respect and awareness. We are committed to creating a strong sense of belonging for all team members, and our process ensures an inclusive environment to applicants of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics.

If you're looking for a great next step, and want to feel good about what you do, we'd love to hear from you. Please note reasonable accommodations are provided to qualified individuals with disabilities upon request.

Thinking about applying?

Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.