



Midpeninsula Regional Open Space District

PLANNER III

DEFINITION

Under general direction, performs complex professional level planning duties, including designing and implementing capital improvement and natural resource preservation and protection projects, and preparing land use and management plans for new and existing open space preserves; assists in the development and review of land use policies; coordinates planning efforts among other District staff and outside consultants, contractors and regulatory agencies; provides professional advice and assistance to other District staff, organizations, governmental and regulatory agencies, and the public on site planning, development, and environmental review; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management and/or supervisory staff. Exercises direct supervision over assigned staff, interns, and/or volunteers.

CLASS CHARACTERISTICS

This is the fully experienced-level class in the professional planning series. Incumbents are expected to perform the full range of professional and technical planning work in all of the following areas: capital improvement, open space, land use, and natural resource protection planning activities, and daily departmental operations, in addition to providing project management and administration. Positions at this level are distinguished from the Planner II level by conducting more complex projects, working independently and exercising greater judgment and initiative, and providing direct supervision to lower-level staff. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Planner in that the latter is the highest-level class in the professional planning series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff involved in a major area of the Planning Department, in addition to performing the more complex planning and project management activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

For all assignments:

- Manages, directs, and participates in highly complex and specialized planning projects and activities in the areas of Regional Redevelopment Plans, project specific plan updates and amendments, and other projects as assigned; designs and conducts studies to develop policies, plans, and codes; conducts field inspections of assigned planning and development projects to ensure compliance with Federal, State, and local laws, rules, and regulations, including the California Environmental Quality Act (CEQA), design specifications, and local guidelines and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned services, projects, and activities; identifies opportunities for improvement and recommends to District management staff.

- Coordinates the work of an assigned functional area, including capital improvement and long-range planning, land acquisition, use, and management studies, historical and natural resource preservation, and other specialized studies as assigned.
- Participates in the preparation of project implementation budgets, and monitors project expense budgets and approves/processes project expenditures.
- Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with field staff, District personnel, members of the public, and neighbors to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.
- Evaluates the conclusions of initial studies, mitigated negative declarations, environmental impact reports, and uses the evaluation to formulate a recommendation on projects; monitors project compliance with environmental document mitigation measures and conditions of approval.
- Conducts and supervises planning studies in the community; gathers data for implementing or evaluating current and advance planning projects; makes recommendations.
- Provides input to operations and other District staff regarding policy documents that affect District wide programs and projects.
- Serves as source of information for developers, engineers, property owners, and contractors regarding land use applications and general municipal planning programs, projects, and functions; represents the department and District to outside agencies, public and private groups, and the general public; facilitates community participation through a continual dialogue with residents on major projects.
- Develops consultant requests for proposal, advertising, and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates, administers, and manages contracts for services; reviews documents, reports, and other work products prepared by consultants and provides feedback and corrections; reviews and oversees consultant invoices and progress payments.
- Oversees and administers various grants related to the area of assignment; prepares grant applications; prepares and submits invoices for grant reimbursement.
- Develops land acquisition strategies and terms for complex acquisition projects; negotiates planning issues with property owners.
- Prepares and presents staff reports for land acquisitions, use and management amendments, construction projects, contract solicitation and authorization, permits and licenses and grant proposals.
- Provides highly complex staff assistance to assigned management and supervisory staff; develops and reviews staff reports related to assigned activities, projects, and services; under direction, presents reports to and advises the Planning Manager, General Manager, Board of Directors, and other commissions, committees, and boards related to a wide variety of planning matters.
- Represents the District to outside agencies, before the City or County Planning Commission and Council or Board; conducts presentations regarding District planning issues.
- Prepares and coordinates the preparation of written materials and graphics required in survey and planning work for assigned projects; assumes responsibility for drafting and assembling development plans for projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in open space and preserve and related services; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

When assigned to the Resource Planning function:

- Performs work, including research and the gathering of scientific information, focused on the protection and restoration of natural, historical, and cultural resources on District properties, as well as the containment and elimination of hazardous waste.
- Develops and maintains resource inventories of District lands; oversee the collection of field-based data by staff and consultants; work with the GIS Coordinator to populate the GIS with data related to the distribution, abundance and habitat conditions for listed species.
- Assists in the analysis of environmental impacts of projects and recreational use on District lands; assist in the development and implementation of resource management restoration plans for specific areas and preserves.

When assigned to the Capital Improvement function:

- Participates in the development, implementation and completion of capital improvement projects related to new trails, parking lots, buildings, or facilities.
- Prepares and implements site improvement and repair plans; prepares studies and designs, evaluates alternatives; obtains necessary permits; prepares project budget estimates and schedules; reviews bids and selects consultants and contractors.

QUALIFICATIONS

Knowledge of:

- Project and program management principles and practices, including goal setting, work plan development, implementation, and evaluation.
- Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned function.
- Modern principles and practices, technical and legal issues of urban and regional planning, land use management and acquisition, cultural and historical planning, environmental planning and program management, biology, geology, earth sciences, ecology, wildlife, and vegetation management.
- Operational characteristics, services, and activities of a comprehensive planning program.
- Basic principles and practices of budget development and administration.
- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Principles and practices of contract negotiation and administration.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of mathematics and geometry and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Administer complex, technical, and sensitive planning, development, and related programs in an independent and cooperative manner.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and explain planning projects and programs to the general public; identify and respond to issues and concerns of the public, District staff, Board of Directors, and other boards and commissions.
- Assess, monitor, and report environmental impact on and of various District programs and services.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District planning policies and procedures.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban or regional planning, environmental design, landscape architecture, architecture, natural resource management, or a related field, and three (3) years of increasingly responsible experience in planning project management preferably in parks, open space, or related field, including at least one (1) year of supervisory and administrative responsibility. A Master's Degree is desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders,

stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2011
REVISED: N/A
FLSA: Exempt