



Midpeninsula Regional Open Space District

PLANNER I-II

DEFINITION

Under direct supervision, performs various professional field and office planning work related to open space, natural resource, land acquisition and/or capital improvement planning, including researching and compiling project information, conducting field surveys and observations to assess the status of District open spaces and related natural resource; analysis of land use, and natural and cultural resource issues; provides project management and administration on a variety of projects including capital improvements, natural resource restoration, or other related site planning; provides professional advice and assistance to other District staff, organizations, governmental and regulatory agencies, and the public on site planning, development, and environmental review; presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned Senior Planner and/or the Planning Manager. Exercises no direct supervision over staff. May provide technical and functional training and direction to interns.

CLASS CHARACTERISTICS

Planner I:

This is the entry-level class in the Planner series. Incumbents at this level are not expected to have directly related work experience, but are expected to have acquired urban planning, community development, environmental sciences, public administration, or a related education and training. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, incumbents perform with increasing independence. This class is distinguished from the Planner II classification in that the latter is the first fully experienced classification capable of working independently on individually assigned complex planning projects, whereas this class is typically assigned to small-scale projects or to support larger scale projects that are managed by more experienced professional planners.

Planner II:

This is the first experienced-level class in the Planner series. Incumbents with basic planning experience perform professional and technical planning work in urban planning, community development, environmental sciences, public administration, open space, and/or natural resource. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Planner III level, but are not expected to function at the same skill level, usually exercise less independent discretion and judgment in matters related to work procedures and methods, and do not have full supervisory responsibility over lower level staff. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Staff positions at the level II may be filled by advancement from the level I requiring one (1) year of experience at the level I. Advancement in the series means the incumbent has gained the knowledge, skills and experience to meet the qualifications for, after demonstrating the ability to perform the work of the higher-level class. When fill from the outside, the employee is required to have two (2) years of prior experience that allows the employee to meet the qualifications.

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.

- Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of the general plan.
- Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.
- Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.
- Reviews plans and project documentation for completeness and compliance with relevant codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA) and local environmental and historic preservation guidelines; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs.
- Prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or District projects.
- 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 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.
- 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.
- Develops, administers, and monitors planning and engineering consultant contracts; directs contractor work in the field; reviews contractor and consultant work to authorize payment.
- Participates in the preparation and development of grant applications; administers grants and monitors budgets; serves as liaison with government officials; prepares necessary reports.
- Prepares staff reports for use, and management plan amendments, capital improvement projects, contract solicitation and authorization, permits and licenses and grant proposals.
- Reviews development proposals of private lands adjacent to open space preserves; assists in preparing recommendations to permitting agencies or land owners to minimize impact on the District.
- Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.
- Utilizes computer-based or other systems such as GIS or GPS for management and analysis of data regarding District lands, facilities, natural resources and activities.
- Produces maps, graphics, charts, public notices and other supporting information for assigned projects and planning activities including those for presentations, meetings, reports and studies graphic support for District departments and programs including the development of charts, displays, presentations, graphics, brochures and drawings; prepares materials for grant applications.
- Prepares and presents staff reports for the Planning Manager, General Manager, Board of Directors, and various other committees and advisory boards as directed; prepares research, reports, and maps, and conducts briefings and meetings.

- Monitors, participates and conducts outside project reviews to identify potential issues or development proposals that may impact District interests and goals; prepares comment letters for review by a more senior level planner or the Planning Manager, as appropriate.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, capital improvement, and other issues.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of planning and other types of public services as they relate to the area of assignment.
- Performs other duties as assigned.

When assigned to the Signage Planning function *(including those required in the essential functions):*

- Performs technical aspects of the signage program; serves on District sign committee; prepares or modifies field signs; prepares artwork; conducts field research; improves and maintains District sign manual and sign inventory; researches appropriate location; coordinates with field staff regarding installation; places orders with vendors.
- Drafts and maintains an inventory of design specifications for District facilities including bulletin boards, kiosks, benches, and fences.

When assigned to the Resource Planning function *(including those required in the essential functions):*

- 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.
- 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 *(including those required in the essential functions):*

- 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:

- Principles and practices of one or more of the following disciplines: urban and regional planning, land use management, cultural resource management, and historic preservation, environmental planning and program management, biology, geology, earth sciences, ecology, wildlife and vegetation management.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Basic flora, fauna, geological, aquatic and archaeological resources of California, specifically those found on District preserves.
- Basic methods and techniques of research, analysis, and report preparation.
- Technology including hardware and software and current applications related to geographic information systems (GIS) and global positioning systems (GPS), including database management, graphics, mapping, and desktop publishing systems.
- Basic principles of project budget preparation and control.

- Basic concepts of architecture, landscaping, ecology, and engineering as they relate to assigned projects.
- Modern office methods, practices, procedures, and equipment, including hardware and software and current applications, including database management, graphics, mapping and report generation, and desktop publishing systems.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, land use, and environmental review.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Operational characteristics, services, and activities of comprehensive planning programs.
- Project management and contract administration principles and techniques.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Record keeping principles and procedures.
- 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.

When assigned to the Resource Planning function (*including those required in the qualifications section*):

- Basic methods and techniques of resource protection and restoration.
- Procedures used in conducting and documenting field observations. General concepts of architecture, landscaping, grading, drainage, traffic and transportation engineering as they relate to the process of urban planning.
- Principles and practices of resource management and site planning.

When assigned to the Capital Improvement function (*including those required in the qualifications section*):

- Prepare basic capital improvement cost estimates.

Ability to:

- Conduct research projects, evaluate alternatives, and make sound recommendations.
- Interpret planning programs to the general public; identify and respond to issues and concerns of the public, other District staff, and other boards and commissions.
- Read and interpret maps, blue prints, construction plans, documents and specifications, property descriptions and make site visits, confer with field staff on site conditions and plans.
- Modify topographic maps, capital improvement plans, and illustrative graphics using GIS software.
- Assist in the development and implementation of systems and equipment related to the District's Geographic Information System (GIS) program.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on and of various District programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- 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.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.

- 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.
- Make sound 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.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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:

Planner I:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban or environmental planning, community development, environmental sciences, public administration, or a related field. No experience is required. One year of responsible experience in urban, environmental, or open space planning, preferably on projects equivalent to those found at the District.

Planner II:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban or environmental planning, community development, environmental sciences, public administration or a related field, and two (2) years of increasingly responsible experience in urban, environmental, or open space planning, preferably on projects equivalent to those found at the District.

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: March 2017
REVISED: April 2018
FLSA: Non-Exempt