



## OPEN SPACE PLANNER II

### Definition

Under general direction of the General Manager, performs professional level planning duties in support of the Authority's open space management program and land acquisition activities for the assigned geographic area: specialized illustrative work for presentations of land use analysis in graphic and cartographic form: administers capital improvement and site planning projects; prepares and monitors assigned project budgets; and performs related work as assigned.

### Examples of Important Responsibilities

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

- Coordinates and performs duties related to the implementation of land use and open space management plans including researching background information, meeting with field staff or neighbors, performing risk assessments and making presentations to the Board of Directors.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes, explains codes, requirements and procedures and evaluates alternatives.
- Assists with public outreach and Authority special events; serves as liaison with trail organizations; and responds to public inquires and concerns.
- Participates and functions as a team member supporting various activities of the Authority.
- Prepares project budget estimates and contract documents; reviews and selects consultants and contractors; administers and monitors consultation contracts; and obtains necessary permits.
- Assists in the preparation of grants and determines appropriate projects, prepares cost estimates and prepares bid and specification documents for State approval.
- Manages and coordinates approved developments grant projects and monitors associated budgets.
- Develops, maintains and serves as the primary technical resource for the Geographic Information System, meetings and reports; and prepare acquisition report and correspondence.
- Coordinates and develops graphics for assigned acquisition and planning activities including presentations, meetings and reports; and prepare acquisition reports and correspondences.
- Works with field staff on site improvement projects.
- Prepares and processes California Environmental Quality Act compliance with laws, regulations and ordinances; makes recommendations regarding changes.
- Researches and summarizes strategies and techniques used by other organizations.
- Prepares a variety of written correspondences, reports, procedures, ordinances and other written materials.
- Reviews and disseminates information regarding subdivision applications, proposed Conditions of Approval, and proposes mitigation on impacts.
- Effectively represents the Authority in meetings with governmental agencies, community groups, and regulatory organizations and in meetings with individuals.
- Compiles and interprets data from topographical maps, aerial photos, legal descriptions, development plans and other documents.
- Supervises the preparation of Authority-initiated planning and environmental reports.
- Maintains accurate records and files.
- Participates on a variety of Authority-wide committees to enhance the provision of all services.
- May supervise volunteers and/or interns.
- Performs other duties and responsibilities as assigned or directed.

### Qualifications

#### Knowledge of

- Pertinent federal, state and local laws and regulations regarding planning and open space management activities, including the California Environmental Quality Act and the National Environmental Protection Act.
- Principles and techniques of planning, research and development.
- Computer applications related of the work, including GIS systems and applications.

# Open Space Authority

Open Space Planner II (continued)

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- Principles and practices of local and regional planning and development process.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations and preparing and presenting effective reports.
- General and Specific Plan development; subdivision approval processes for cities and counties
- Contract interpretation and implementation.
- Policy development processes as generally practiced by public agencies.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, regulatory organizations, property owners, developers, contractors and the public.

## **Ability to**

- Analyze, read, understand and evaluate construction plans and specifications.
- Develop and administer contracts with consultants and contractors.
- Perform field surveys and investigations.
- Compile and interpret data from topographical maps, aerial photos, legal descriptions, development plans and other documents.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work including private consultants, contractors, public officials, staff, Board members, and the general public.
- Supervise, train and evaluate the work of assigned staff.

## **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities to qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education**

Equivalent to graduation from a four-year college or university with course work in urban or regional planning, environmental design, landscape architecture, natural resource management or related field.

### **Experience**

Three years of increasingly responsible planning, open space parks, environmental protection or land use experience including one year of experience in project management or project administration.

## **License and Certification**

Must possess and maintain a valid California class C driver's license and satisfactory driving record.

## **Physical Demands & Working Environment**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

**Environment:** Office environment and work outdoors.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard; walking over rough, hilly, uneven or unpaved ground and with exposure to natural elements; strength to lift and carry materials weighing up to ten pounds.

**Vision:** Visual acuity to read computer screens and written documents.

**Communication:** Speaking, hearing and writing English to exchange information, communicate in person, over the phone and before groups.

## **Requirements**

Must be able to attend off-hours meetings, events, and weekends or work occasional overtime as required.

This is a non-exempt position