
CONSERVATION & GIS PROGRAM MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates projects, activities, and operations related to land use and conservation in accordance with management and/or Board priorities and directives; builds, maintains, and manages the Authority's geographic information system (GIS); serves as a technical expert and resource for assigned programs including in-depth, and specialized research and policy & spatial analysis in support of open space planning, land acquisition, and land management programs and projects; fosters cooperative working relationships among Authority units and divisions and acts as a liaison with various community, public, legislative, and regulatory agencies; reviews the work of staff performing technical support related to geographical information systems (GIS) software applications and databases; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant General Manager. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

Positions at this level oversee, direct, and participate in all activities of Conservation and GIS, including short-and long-term planning activities, budget preparation and implementation, extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis, support and analysis of programmatic practices and procedures, and external representation of the Authority. Successful performance of the work includes the use of initiative and resourcefulness, considerable independent judgement, and regular contact with senior management positions within the Authority, other public agencies, legislators, private and community organizations, regulatory and governmental agencies and the public. Incumbents are responsible for problem-solving requiring analysis of unique issues or problems without precedent and/or structure and formulating and presenting strategies and policy recommendations to management.

EXAMPLES OF TYPICAL 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 typical job functions.

- Plans, designs, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives; develops and implements program goals, objectives, policies, procedures, and priorities; develop strategies for the achievement of these goals.
- Plans, manages, and participates in complex and specialized conservation planning studies, projects, and activities; reviews technical reports, research, and analyses to assess the quality, relevancy, and application to support Authority land protection and land management programs, projects, and initiatives; evaluates property specific and regional conservation values.
- Reviews external projects and development proposals to identify potential issues and potential impact on Authority's interests and goals; prepares comment letters for review by the Assistant General Manager; develops and reviews staff reports related to assigned programs, projects, and services.

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- Oversees management of contracts for services related to Conservation and GIS program; initiates solicitations to provide materials and services; facilitates pre-proposal meetings; coordinates and participates in the evaluation of submittals; drafts and reviews terms and conditions of agreements; negotiates and executes contracts; oversees review of documents, reports, and other work products prepared by consultants and provides feedback and corrections; assists assigned staff with analysis and problem resolution for consultant issues that may arise.
- Develops partnerships and represents the Authority in inter-agency coordination activities related to GIS, regional planning, policy development, and conservation efforts; gathers, analyzes, and interprets complex data relating to local planning action referrals, general plans, specific plans, development proposals, environmental policy documents, legislation, and makes recommendations; writes comment letters, and coordinates with outside agencies to improve consideration of natural and working land issues.
- Gathers, analyzes, and interprets new conservation tools, strategies, research, and analyses to assess the quality, relevancy, and application to Authority projects and programs; recommends opportunities to integrate into the Authority's conservation priorities and strategies.
- Prepares and administers budgets for the Conservation and GIS programs, forecasts additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; and makes recommendations for program development including staff development and training.
- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; writes employee evaluations.
- Directs and performs a variety of research and technical work in support of the Authority's open space planning, land acquisition, conservation, and land management programs; identifies, acquires, and integrates data from other agencies and organizations into the Authority's data library; oversees the development and maintenance of the comprehensive library of data layers related to Authority land holdings, natural and cultural resources, trails, and other recreational facilities, and other essential data sets.
- Oversees the maintenance and management of the Authority's GIS databases; identifies, designs, and develops GIS applications, strategies, and procedures for integrating GIS data and analyses to support Authority programs; develops and maintains GIS standards and protocols.
- Provides professional staff assistance to management staff; participates and provides staff support to a variety of interdisciplinary committees and boards; research, prepares, and presents comprehensive staff, technical, fiscal, and administrative reports, and other correspondence as appropriate and necessary.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on conservation and GIS policies, procedures, and new developments; monitors changes in regulations and technology that may affect operations; prepares reports of changes to management and provides recommendations on implementation and impact of changes.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Complex theories, principles, and practices of public administration as applied to program administration.
- Landscape ecology principles and conservation planning, including multi-criteria and multiobjective planning processes at a variety of spatial and temporal scales.
- Budget development, contract administration, Authority wide administrative practices, and general principles of risk management related to the functions of the assigned area.

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- Principles and practices for developing and coordinating a broad-based GIS program with other utilized applications; advanced principles, practices, and technologies of computer based mapping and geographic related data systems.
- GIS software such as ESRI ArcGIS products; technologies employed by the Authority's GIS, including servers, personal computers, global positioning system, tablets, plotters, printers, and related software; advanced principles, practices, and technologies of computer based mapping and geographic related data systems; principles, practices, and techniques of GIS development.
- Principles and practices of urban, regional, environmental, and open space planning and resource management.
- Advanced principles and techniques of spatial analysis, relational GIS database management, script and query development, and cartography.
- Principles of research and data collection pertaining to property evaluation and familiarity with site plans, property descriptions, deeds, and survey data.
- Project management principles and practices, including goal setting, work plan development, implementation, and evaluation.
- Practices and methods of researching planning, land acquisition, and conservation issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of mathematics and statistics and their application to planning and GIS support work.
- Applicable federal, state, and local laws, codes, and regulations concerning the operation of the assigned function.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and procedures of record keeping and reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and GIS programs, projects, and task coordination including servers, personal computers, global positioning system, tablets, plotters, printers, and related software.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Administer complex, technical, and sensitive GIS and conservation related projects in an independent and cooperative manner.
- Coordinate a broad-based GIS program that includes effective database development, management, and accessibility.
- Design GIS integrated business solutions and geospatial solutions, including geodatabase design, business workflow programming, and web applications and mapping.
- Compile, integrate and analyze data from a variety of sources, including aerial photography, terrain, topographic, hydrologic, and time-sequenced event data.
- Perform complex modeling, mapping, database maintenance, and other GIS professional-level tasks.

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- Conduct statistical research and analyze data pertaining to a wide variety of conservation and other open space matters, evaluate alternatives, and make sound recommendations.
- Interpret and explain GIS and conservation projects and programs to the general public; identify and respond to issues and concerns from the public, Authority staff, Board of Directors, and other boards and commissions.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and Authority planning policies and procedures.
- Read and understand technical drawings and specifications and perform field measurements and mathematical calculations with precision and accuracy.
- Conduct effective negotiations and effectively represent the Authority in meetings with community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- 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.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 planning, landscape architecture, architecture, natural resource management, or a related field; three (3) years of experience involving increasingly responsible project management in open space planning, preferably in a governmental, non-profit land trust, land management, or similar organization; and five (5) years of increasingly responsible experience in the management and administration of a Geographic Information System as applied to open space, parks, natural resources, land use, or similar fields, including experience in research, mapping, graphic production, and/or report writing.

Licenses and Certifications:

- Possession of, or ability to obtain, 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 Authority development sites, including traversing uneven terrain, to operate a motor vehicle, and to visit various Authority 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

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is primarily a sedentary office classification although standing and walking between work areas may be 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 may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and/or hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives on sensitive matters and in interpreting and enforcing Authority policies and procedures.

EFFECTIVE: September 2021
REVISED: N/A
FLSA: Exempt
FORM 700: No