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## **ASSOCIATE OPEN SPACE PLANNER**

### **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; performs grants writing and administration duties; secures necessary permits and project approvals for capital improvement projects; coordinates planning efforts with other Authority staff and outside consultants, contractors, agencies, and organizations; provides professional advice and assistance to other Authority 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 the Planning Manager. Exercises no direct supervision over staff. May supervise interns.

### **CLASS CHARACTERISTICS**

This is the journey-level level class in the Open Space Planner series that performs the full range of planning work in all of the following areas: capital improvement, open space, land use, and natural resource protection planning activities, in addition to performing project management and grants administration. Positions work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department. This class is distinguished from the Senior Open Space 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 Planning and Land Management, in addition to performing the more complex planning and project management activities

### **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.*

- Manages and participates in the development, implementation, and completion of capital improvement projects related to construction of new trails, staging areas, buildings, or facilities.
- Prepares and implements use and management plans for Authority properties, including site improvement and repair plans; prepares studies and designs and evaluates alternatives; obtains necessary permits and approvals; prepares project budget estimates and schedules.
- Conducts or oversees environmental review of projects in compliance with the California Environmental Quality Act (CEQA).

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- Develops request for proposals 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.
- 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 maintains inventory of necessary capital improvement projects, open space preserve facilities, and infrastructure improvements.
- Manages the Urban Open Space Program, including reviewing and analyzing applications for compliance to funding policy and criteria; works with Authority staff and legal counsel to ensure project consistency with Authority criteria; meets with participating jurisdictions to discuss project funding program, requirements, and processes; prepares contract documents and funding agreements with legal counsel and tracks projects progress; tracks and recommends revisions to Urban Open Space policy; develops and tracks inventory of projects and required documentation.
- Evaluates initial studies, mitigated negative declarations, and environmental impact reports, and uses the external project review evaluation to formulate a recommendation on projects; monitors project compliance with environmental document mitigation measures and conditions of approval.
- Oversees and administers various grants related to the area of assignment; prepares grant applications; prepares and submits invoices for grant reimbursement; researches opportunities for collaboration with other agencies.
- Collaborates with other agencies on planning and construction projects.
- Provides comment and input on planning documents that affect Authority policies and procedures; attends public meetings to represent Authority's goals and position; tracks progress of final document and compliance with Authority's comments in documents.
- Prepares and coordinates Geographic Information System (GIS) mapping and graphics required for assigned projects.
- Researches and compiles information for the preparation of use and management plans for Authority land use and other planning activities; conducts or directs field or background research; meets with Authority staff, members of the public, and neighbors to solicit input and identify issues and opportunities.
- Provides input to operations and other Authority staff regarding planning policy documents that affect Authority wide programs and projects.
- Provides information in response to questions from developers, engineers, property owners, and contractors regarding land use applications and planning programs and projects.
- May represent the Authority to outside agencies, public and private groups, and the general public; facilitates community participation and input on Authority planning projects through stakeholder input processes.
- Prepares and presents staff reports related to open space preserve use and management, capital improvement projects, grants administration, and other areas of responsibility.
- Provides assistance to the Assistant General Manager and other staff; develops and reviews staff reports related to assigned activities, projects, and services; under direction, presents reports to and advises the General Manager, Board of Directors, and other commissions, committees, and boards related to open space planning and project management matters.
- Prepares and coordinates the preparation of written materials and graphics required for assigned projects.

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- Attends and participates in professional group meetings; stays abreast of new trends and innovations in open space planning and related services; researches emerging products and enhancements and their applicability to Authority 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.

## **QUALIFICATIONS**

### **Knowledge of:**

- Project management principles and practices, including goal setting, contractor oversight, 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 environmental compliance and program management.
- Principles and practices of contract negotiation and administration.
- Principles and practices of grants administration.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of basic 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 park and open space planning, land use and zoning, and environmental review.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

### **Ability to:**

- Administer complex, technical, and sensitive planning, development, and related projects in an independent, timely, and cooperative manner.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Interpret and explain planning 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.
- Assess, monitor, and report environmental impact on and of various Authority programs and services.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.

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- 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.
- Effectively represent the department and the Authority in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other Authority departments and agencies as required.
- Direct the work of contractors and consultants and implement project management procedures to complete projects on time and within budget.
- 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.
- Perform mathematical and planning computations with precision.
- Make sound, independent decisions within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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.
- 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 land use planning and/or project management preferably in parks, open space, or a related field.

### **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 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 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.

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## **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: April 1, 2014

REVISED: N/A

FLSA: Non-Exempt