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## **ASSISTANT OPEN SPACE PLANNER**

### **DEFINITION**

Under general supervision, performs professional level planning duties, including assisting in designing and implementing capital improvement and natural resource preservation and protection projects and assisting in 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; provides professional advice and assistance to other Authority staff on site planning, development, and environmental review; performs studies and prepares staff reports; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant General Manager. Exercises no direct supervision over staff. May supervise interns.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the Open Space Planner series. Incumbents with basic planning experience perform professional and technical capital improvement, open space, land use, and natural resource protection planning activities, in addition to performing project management and grants administration. 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 Associate Open Space Planner 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 does not represent the District to outside consultants, contractors, governmental and regulatory agencies, and the public. 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.

### **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.*

- Researches and compiles information for the preparation of use and management plans for Authority land use and other planning activities; conducts field or background research.
- Assists in preparing and implementing land 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 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.

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- 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.
- Prepares and coordinates Geographic Information System (GIS) mapping and graphics required for assigned projects.
- Participates in the development, implementation, and completion of capital improvement projects related to construction of new trails, staging areas, buildings, or facilities.
- Conducts environmental review of projects in compliance with the CEQA.
- Maintains inventory of necessary capital improvement projects, open space preserve facilities, and infrastructure improvements.
- Assists in developing request for proposals for professional and/or construction service, evaluating proposals and recommending project award, and administering contracts after award.
- Assists in administering various grants related to the area of assignment; assists in preparing grant applications; prepares and submits invoices for grant reimbursement; researches opportunities for collaboration with other agencies.
- Provides comment and input on planning documents that affect Authority policies and procedures; tracks progress of final document and compliance with Authority's comments in documents.
- 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.
- 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 staff reports related to assigned activities, projects, and services.
- Prepares written materials and graphics required for assigned projects.
- 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:**

- Modern principles and practices, technical and legal issues of urban and regional planning, land use management, and environmental compliance and program management.
- Basic 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.
- Basic principles and practices of contract negotiation and administration.
- Basic principles and practices of grants administration.

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- 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 planning, development, and related projects in an independent, timely, and cooperative manner.
- Assess, monitor, and report environmental impact on and of various Authority programs and services.
- Conduct research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and federal, state, and local policies, procedures, laws, regulations, ordinances, and Authority planning policies and procedures.
- Coordinate assigned activities with other Authority departments as required.
- 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. Experience in in land use planning and/or project management preferably in parks, open space, or a related field is desirable.

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## **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.

## **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 2013

REVISED: N/A

FLSA: Exempt