
SENIOR OPEN SPACE PLANNER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional and technical staff performing design and implementation of capital improvement and natural resource preservation and protection projects and preparation of land use and management plans for new and existing open space preserves; manages the effective use of assigned resources to improve organizational productivity and customer service; 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; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant General Manager. Exercises general direction and supervision over professional and technical support staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Open Space Planner series responsible for providing specialized expertise in the following areas: capital improvement, open space, land use, and natural resource protection planning activities, in addition to the administration and management of large, complex, and diverse projects or a focused major area of responsibility. Incumbents make decisions of critical impact involving the development and implementation of policy and/or long- and short-term goals and objectives in a focused area of responsibility or assigned project area(s). Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees both day-to-day planning activities and is responsible for providing professional-level support the Assistant General Manager in a variety of areas. This class is distinguished from the Assistant General Manager in that the latter has overall management responsibility for all Planning and Land Management programs, functions, and activities and for developing, implementing, and interpreting public policy.

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.

- Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; provides input into employee evaluations.
- Participates in the development and implementation of strategic goals, objectives, policies, and priorities for the assigned area; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures;

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assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant General Manager.

- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that environmental, financial, regulatory, and legal requirements are met.
- Manages the development, implementation, and completion of complex capital improvement projects related to construction of new trails, staging areas, buildings, or facilities.
- Oversees the preparation and implementation of use and management plans for Authority properties; prepares studies and designs and evaluates alternatives; obtains necessary permits and approvals; prepares project budget estimates and schedules.
- Oversees environmental review of projects in compliance with the California Environmental Quality Act (CEQA).
- 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.
- Oversees field inspections of assigned planning and development projects to ensure compliance with federal, state, and local laws, rules, and regulations, including CEQA, design specifications, and local guidelines and procedures.
- Develops and maintains inventory of necessary capital improvement projects, open space preserve facilities, and infrastructure improvements.
- 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 grants administration; researches opportunities for collaboration with other agencies.
- 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.
- 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; 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.
- Represents 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

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advises the General Manager, Board of Directors, and other commissions, committees, and boards related to open space planning and project management matters.

- Coordinates the preparation of 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:

- Administrative principles and practices, including the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Basic principles of supervision and training.
- 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:

- Plan, schedule, assign, and oversee activities of open space planning personnel.
- Oversee, implement, direct, and administer complex, technical, and sensitive planning, development, and related projects in an independent, timely, and cooperative manner.

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- Recommend and implement strategic 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.
- 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 five (5) 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

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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