



Midpeninsula Regional Open Space District

PLANNER I/II

DEFINITION

Under direct supervision, performs various professional field and office planning work related to open space, natural resource, public access, land acquisition and/or capital improvement planning, including researching and compiling project information, conducting field surveys and observations to assess the status of District open spaces, analyzing land uses, and evaluating natural and cultural resource issues; provides project management and administration on a variety of projects, including land use and management plans, feasibility and planning studies, site plans and environmental reviews; provides professional advice and assistance to other District staff, organizations, governmental and regulatory agencies, and the public on site planning, development, and environmental reviews; presents staff reports; reviews and provides feedback on external agency and development projects and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned Planner III, Senior Planner and/or the Planning Manager. Exercises no direct supervision over staff. May provide technical and functional training to interns and direction to interns and/or consultants.

CLASS CHARACTERISTICS

Planner I: This is the entry-level class in the Planner series. Incumbents at this level are not expected to have directly related work experience, but are expected to have acquired urban, environmental, park or open space planning, community development, environmental sciences, public administration, and/or related education and training. Assignments are generally limited in scope and set within procedural frameworks established by higher-level positions. As experience is gained, incumbents perform with increasing independence. This class is distinguished from the Planner II classification in that the latter is the first fully experienced classification capable of working independently on individually assigned complex planning projects, whereas the Planner I class is typically assigned to small-scale projects or to support larger scale projects that are managed by more experienced professional planners.

Planner II: This is the first experienced-level class in the Planner series. Incumbents are expected to have basic planning experience and perform professional and technical planning work in an urban or environmental planning, community development, environmental sciences, public administration, open space, and/or related field. As experience is gained, assignments become more varied and complex and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Planner III 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 do not have full supervisory responsibility over lower-level staff.

Positions in the Planner class series are flexibly staffed and positions at the II level are normally filled by advancement from the Planner I level requiring two (2) years of experience at the Planner I level and after gaining the knowledge, skills and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level Planner II class.

EXAMPLES OF ESSENTIAL 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 essential functions of the job.

- Participates in the scoping, planning, preliminary design and environmental review of capital improvement projects related to new trails, parking lots, or facilities.
- Researches and gathers information regarding historical and cultural resources on District properties to support the Historic Resources Coordination program.
- Conducts and/or assists with the California Environmental Quality Act (CEQA) environmental analysis of capital improvements, facilities, maintenance activities, and proposed new public uses on District lands. Reviews and prepares CEQA documents (e.g., Initial Studies, Categorical Exceptions, Negative Declarations) and sections of CEQA documents (e.g., Mitigated Negative Declarations and Environmental Impacts Reports) as part of the CEQA Coordination program.
- Assists, in consultation with ADA Accessibility Specialists, with the research, analysis and peer review of new facility designs, maintenance and improvements to remove barriers in support of the ADA Program.
- Confers with and advises design and engineering professionals, building and construction professionals, environmental planners and professionals, attorneys, and the general public regarding District development policies and standards; provides and clarifies information relative to land use, environmental compliance, ADA compliance, historic preservation, capital improvement, and other issues.
- Researches, analyzes, and interprets environmental and land use data and trends; prepares written reports on various advance planning matters and elements of other agency general and land use plans.
- Reviews routine to complex planning projects, which may include land use, management, policy, natural resources, regional, site and long range, and capital improvement planning, design and implementation.
- Manages assigned projects and tasks; prepares scopes, schedules and budgets; monitors and approves expenditures; coordinates with participants and stakeholders; recommends adjustments as necessary.
- Reviews and provides interpretations of relevant zoning and other local codes and regulations for project applicability; provides interpretations of environmental and historic preservation regulations, laws, policies, and guidelines.
- Researches and compiles information for the preparation of use and management plans for District preserves and other planning activities; conducts or directs field or background research; meets with District personnel, members of the public, neighbors, and other agency staff to solicit input and identify problems and opportunities; plans and conducts public workshops and resolves issues.
- Develops and solicits consultant requests for proposal for professional services; evaluates proposals and recommends award of contract; administers contracts after award.
- Develops, administers, and monitors planning and engineering consultant contracts; reviews and manages consultant work and compares tasks completed against invoice amounts to authorize payment.
- Participates in the preparation and development of grant applications; assists Grants Program staff with administering grants, monitoring budgets, and submitting reimbursement requests and audit material; addresses project inquiries from granting agencies; prepares necessary grant-supporting reports.
- Prepares staff reports for use and management plan amendments, feasibility and planning studies, contract solicitation and authorization, permit applications, and grant proposals.
- Compiles information for a variety of studies and reports; researches and reviews previous entitlements and records; develops recommendations and prepares written reports on various planning matters.
- Utilizes computer-based or other systems such as GIS or GPS for management and analysis of data regarding District lands, facilities, natural resources and activities.
- Produces maps, graphics, charts, public notices and other supporting information for assigned projects and planning activities, including those for presentations, meetings, reports and studies.

- Prepares staff reports for the General Manager, Board of Directors, and various other committees and advisory boards as directed; conducts briefings and presents materials, project information, and recommendations at public meetings.
- Monitors and conducts external project reviews to identify potential issues or development proposals of private or public lands near or adjacent to open space preserves that may impact District interests and goals; assists in preparing recommendations to permitting agencies or landowners to minimize impacts on District lands or that may affect District interests; prepares comment letters for review by a more senior level planner or the Planning Manager, as appropriate.
- Performs work to support the District's signage program; serves on District sign committee; prepares or modifies new field signs; prepares new signage artwork; conducts field research; improves and maintains District sign manual and sign inventory; researches appropriate sign locations; coordinates with field staff regarding installation; places orders for new signage with vendors.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of planning and other types of public services as they relate to the area of assignment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of one or more of the following disciplines: urban and regional planning, land use management, cultural resource management, historic preservation, environmental planning and program management, biology, geology, earth sciences, ecology, wildlife and vegetation management.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Basic concepts of ecology, flora, fauna, geological, aquatic archaeological, and cultural resources of California, specifically those found on District preserves.
- Principles and practices of resource management and site planning.
- Basic concepts of architecture, landscape architecture, and engineering as they relate to assigned projects, including grading, drainage, traffic and transportation studies.
- Project management and contract administration principles and techniques.
- Basic methods and techniques of effective research, analysis, and technical report preparation and presentation.
- Technology including hardware and software and current applications related to geographic information systems (GIS) and global positioning systems (GPS), including database management, graphics, mapping, and desktop publishing systems.
- Basic principles of project budget preparation and management.
- Modern office methods, practices, procedures, and equipment, including hardware and software and current applications, including database management, graphics, mapping and report generation.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Recent developments, current literature, and sources of information related to planning, land use, and environmental review.
- Principles of mathematics, their application to planning work and basic cost estimation for project budgets.
- Project management and contract administration principles and techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

- Procedures used in conducting and documenting field observations.

Ability to:

- Conduct research projects, evaluate alternatives, and make sound recommendations.
- Interpret planning programs to the general public; identify and respond to issues and concerns of the public, other District staff, and other boards and commissions.
- Read and interpret maps, blueprints, construction plans, documents and specifications, property descriptions and make site visits, confer with field staff on site conditions and plans.
- Modify topographic maps, capital improvement plans, and illustrative graphics using GIS software.
- Assist in the development and implementation of systems and equipment related to the District's Geographic Information System (GIS) program.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on District lands, resources and facilities and of various District programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and District planning policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other District departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Make sound decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work; set and communicate priorities; and meet critical time deadlines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate present day office equipment including computer equipment and specialized software applications programs (Microsoft Office applications).
- 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:

For Planner I and II: Equivalent to graduation from an accredited four-year college or university with major coursework in urban or environmental planning, community development, environmental sciences, public administration, or a related field.

Planner I: No experience is required. One year of responsible experience and/or internships in urban, environmental, or open space planning desirable, preferably on projects equivalent to those found at the District.

Planner II: Two (2) years of increasingly responsible experience in urban, environmental, or open space planning desirable, preferably on projects equivalent to those found at the District.

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 District project sites, including traversing uneven and steep terrain and wildland areas, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle including in remote areas on dirt roads, and to visit various District 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 position includes sedentary office work and field work requiring standing in and walking between work areas and project sites. 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 occasionally be exposed to loud noise levels, cold and blustery to hot and dry temperatures, inclement weather conditions, or road hazards. Employees may interact with upset individuals and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: March 2017
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