
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 or Planning Manager. Exercises general direction and supervision over professional and technical support staff.

CLASS CHARACTERISTICS

This is the advanced 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). The incumbent organizes and oversees both day-to-day planning activities and is responsible for providing professional level support the Planning Manager in a variety of areas. This class is distinguished from the Planning Manager in that the latter has overall management responsibility for all Planning 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.

- 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.
- Oversees the preparation and implementation of use and management plans for Authority properties; prepares studies and designs and evaluates alternatives; directs field or background research; meets with Authority staff, members of the public, and neighbors to solicit input and identify issues and opportunities; obtains necessary permits and approvals; prepares project budget estimates and schedules; identify critical issues and recommend solutions to manage risks.

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- Manages the development, implementation, and completion of complex capital improvement projects related to construction of new trails, staging areas, buildings, or facilities; 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; identify critical issues and recommend solutions to manage risks.
- 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.
- 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.
- 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.
- Oversees management of contracts for services; 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.
- Provides information in response to questions from the general public regarding 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.
- Provides assistance to the Planning Manager and other staff; develops and reviews staff reports related to assigned activities, projects, and services; under direction, presents reports and advises the Assistant General Manager, 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, including Geographic Information System (GIS) mapping, 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; prepares reports of changes to management and provides recommendations on implementation and impact of changes.
- 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.

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- Modern principles and practices, technical and legal issues of urban and regional planning, land use management, and environmental compliance and program management.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of budget and contract administration, Authority wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Administrative principles and practices, including the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles of 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.
- 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 program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement strategic goals, objectives, and practices for providing effective and efficient services.
- Oversee, implement, direct, and administer complex, technical, and sensitive planning, development, and related projects in an independent, timely, and cooperative manner.
- 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.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- 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.

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- 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.
- 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 a bachelor's degree from an accredited 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, including three (3) years of supervisory or managerial experience.

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 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 2014
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