

## EAST BAY REGIONAL PARK DISTRICT

### **INTERAGENCY PLANNING MANAGER**

#### **GENERAL FUNCTION**

This position directs and oversees work of this unit to ensure that District objectives with respect to acquisition of land for open space, resource protection and recreation uses, and for development regional trails are achieved in accord with the District Master Plan and the policies of the Board of Directors. This position requires careful monitoring of land use development projects and other plans and projects undertaken by cities, counties and other agencies within the District. The unit is responsible for identifying specific District interests with respect to these projects and advocating for those interests as appropriate. It also represents the District in regional issues of land use planning and development, open space protection, regional recreation, and natural resource protection.

#### **ESSENTIAL FUNCTIONS**

- Working within sensitive interagency political and organizational contexts and reducing conflict between the District and other agencies so as to provide a favorable environment for District actions to carry out Master Plan objectives and Board policies. Involves working closely with Board, General Manager, and senior District staff on complex and sometimes controversial issues.
- Ongoing monitoring of agendas of planning commissions, City Councils and Board of Supervisors to screen for projects or actions affecting the District.
- Coordinating with other District staff, including Operations, Public Safety, Planning and Stewardship, and with staff of other agencies to clearly identify District interests. Communicating these interests in written and oral form to the agency, project proponent, and the public.
- Working with other agencies and project proponents, and their representatives, e.g., civil engineers, attorneys, environmental specialists, to work out practical and enforceable ways of achieving District objectives, which may include such means as, land or easement dedications, changes to project design, and/or financing mechanisms to offset District costs, etc.
- Coordinating with the District's Land Acquisition Manager, who will actually do acquisition tasks for land or land rights.
- Coordinating with the Environmental Specialist to assure that environmental mitigations which may benefit the District, or protect it from adverse impacts, are required, as part of project approval.
- Coordinating with Environmental Specialist to integrate the review of environmental documents prepared under State and Federal laws, for projects with the District's project review process to assure District interests are protected.
- Ongoing supervision of subordinate staff, including scheduling work, assigning work, reviewing work product, the selection and training of new regular staff, and preparing the department budget. Similar supervisory responsibilities relative to any consultants required by that unit.

#### **OTHER FUNCTIONS AND DUTIES**

Any related tasks necessary to manage the unit or as assigned by the A.G.M., Land Acquisition, Advanced Planning and Regional Trails.

MINIMUM QUALIFICATIONS

Education: Bachelor's from an accredited college or university in a related area, such as: land use planning, environmental planning, land use law, etc., or an unrelated degree supplemented by equivalent related course work/training, and

Experience: Equivalent of six years experience in one or several related capacities, such as those above. At least three of the six years should be of professional-level status in this field and include supervision of professional planning staff.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of California laws and procedures pertaining to review and approval of development projects by local governments, including general plans and specific plans, zoning and subdivision regulations, and CEQA and environmental requirements. General knowledge of regional, state and federal governmental agencies and their responsibilities, particularly as they involve the East Bay area. Ability to understand and review and comment on plans and planning related documents, including general and specific plans, subdivision maps and development plans, CEQA documents, and other planning matters related to District interests; analyze and problem solve; effectively communicate orally and in writing; manage multiple projects and tasks; supervise and delegate to others within the Department; and the ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: AGM, Land Acquisition, Advanced Planning, and Regional Trails.

Employment Category: Management, Range MG05

Adopted by Board: January 7, 1992

Replaces Advanced Planning Manager

Revision Approved by Board and General Manager: September 21, 1999, Resolution No. 1999-9-223