

## EAST BAY REGIONAL PARK DISTRICT

### **CHIEF - PLANNING AND STEWARDSHIP**

#### **GENERAL FUNCTION:**

This position directs and oversees the work of the department in preparation of the District Master Plan, Land Use Plans and accompanying California Environmental Quality Act (CEQA) documents for individual parklands, and provision of resource management expertise in the areas of Wildlife, Water Quality Fisheries, and Integrated Pest Management.

Directs and oversees the preparation of appropriate documentation to ensure that District plans, grants, capital projects, resource management and maintenance activities comply with the California and National Environmental Policy Acts (CEQA and NEPA) in coordination with District Counsel. Directs and oversees the maintenance of the District's Geographic Information System (GIS) to support District-wide data and mapping needs and creates GIS data and applications that support planning and resource management. Represents the District in matters affecting resource management with local, state, and federal agencies. Works closely with the Park Advisory Committee (PAC), local citizen groups, and local governments in each phase of its park planning and resource management activities.

Serves as District staff representative on various regional, governmental, local or District Advisory Committees or Joint Powers Agencies.

#### **ESSENTIAL FUNCTIONS:**

By management oversight methods and personal involvement, this position provides direct supervision of Planning staff and of the Stewardship Manager for multifaceted projects in the following functional areas:

1. Plan documents, including Resource Analyses (RAs), Land Use-Development Plans (LUDPs), Amendments, and Land Evaluation Interim Uses (LEIUs); public notification, meetings/hearings; liaison with outside public and private agencies and citizens; staff reports to the Board; planning library of demographic and local government information; staff liaison and support to committees.
2. Resource management policies and guidelines, based upon stewardship staff expertise, regulatory agency requirements, and as prescribed by the Master Plan, including integrated and multi-disciplinary approaches to environmental protection.
3. California Environmental Quality Act (CEQA) compliance, including a mitigation monitoring program to ensure legal and procedural requirements are met by District staff; consult with District Counsel as necessary.
4. Geographic Information Systems (GIS) including development of GIS applications for Planning/Stewardship, as well as for District-wide projects.
5. Ongoing supervision of subordinate staff, including scheduling work, assigning work, reviewing work products, selecting and training of new regular staff and preparing the department budget. Similar supervisory responsibilities relative to any consultant services required in department.

## KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare land use plans, including maps and graphics and to provide critical review. Knowledge of California laws and procedures pertaining to CEQA, land use regulations such as zoning, and environmental regulations such as the state and federal Endangered Species Acts and Fish and Game Codes. Ability to write and edit work of others and to communicate effectively in public forums. Strong project management skills and ability to manage multiple, competing priorities. Ability to supervise, delegate and maintain positive and cooperative working relationships.

## MINIMUM QUALIFICATIONS

Education: Bachelor's degree in land use or environmental planning, architecture, landscape architecture, natural resources management, ecology, or a related field. Work towards an advanced degree may be substituted for a maximum of two years for the required experience on a year-to-year basis, and

Experience: Six years of experience in one of the several related fields, such as park and land use planning, environmental planning, landscape architecture, or natural resources management, of which three years must have been responsible for project management and supervision of professional staff.

## SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. Must be willing to work occasional evening and weekend hours.

REPORTS TO: Assistant General Manager, Planning, Stewardship, Design, and Construction.

Employment Category: Management, MG05  
Adopted by Board: 07/18/1994  
Resolution #:  
Revised by General Manager: 12/31/2001

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