

# EAST BAY REGIONAL PARK DISTRICT

## **PARK PLANNER I**

### **GENERAL FUNCTION:**

Under general supervision, the Park Planner I may function as lead or support staff for preparation of park land use plans, California Environmental Quality Act (CEQA) documents, and resource evaluations for park, trail and open space projects.

### **ESSENTIAL FUNCTIONS:**

The essential functions of this position include the following: project scoping and scheduling; visiting field sites; facilitating inter-departmental coordination; preparing clear and concise planning or CEQA documents; posting public notification; organizing facilities and equipment for public meetings; compiling comments from public review periods and preparing materials for review by the General Manager and the District's Board of Directors.

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

Other tasks related to this position may include: performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Education: Bachelor's degree from an accredited college or university in Planning, Natural Resource Management or closely related field.

Experience: One year experience dealing with CEQA and/or regulatory agency requirements.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of local government planning processes and regulatory agency requirements (i.e., CEQA, NEPA, Section 106 and the federal and state endangered species acts). Skills to use personal computers in the workplace with knowledge of word processing, spreadsheet and database software; excellent writing skills; basic plant and animal identification skills. Ability to prepare basic graphic displays. Ability to be an effective team member. Ability to meet deadlines, prioritize work and coordinate several activities. 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. This position may be required to work occasional evening hours.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 3/25/00:  
\$3,895.45 - \$4,237.32

Approved by Board: May 15, 1976

Revision Approved by General Manager: December 7, 2000