

EAST BAY REGIONAL PARK DISTRICT SENIOR PLANNER

GENERAL FUNCTION:

Under general supervision, conducts varied planning projects in advance planning, environmental review or regional trails and interfaces with outside agencies in order to advocate and protect District interests and to implement the goals and policies of the District's Master Plan.

ESSENTIAL FUNCTIONS:

ADVANCE PLANNING OR ENVIRONMENTAL REVIEW

Reviews assigned projects and develops project methods and procedures; gathers, analyzes, and interprets data relating to local planning action referrals, general plans, specific plans, development proposals and environmental policy documents; conducts site visits and field investigations as required; prepares comprehensive reports on assigned projects and recommends courses of action; presents District positions in written responses and at public hearings; communicates on an ongoing basis with developers and public agencies; negotiates, coordinates and secures development concessions in the form of public open space dedications, public access easements and environmental mitigations; prepares long range plans, special reports and studies, correspondence, cost estimates, working maps and displays as required; coordinates with resource regulatory agencies; represents District interests and supports District objectives in a wide range of community, environmental and public forums.

REGIONAL TRAILS

Conducts varied trail related planning projects, including feasibility studies and local and regional trail planning efforts. Works to incorporate the District's Master Plan regional trails into local and regional bicycle and pedestrian plans. Plans and implements the Ivan Dickson Volunteer Trail Maintenance Program. As Assigned, gathers, analyzes, and interprets data relating to local trail related planning actions, general plans, specific plans, development proposals and environmental policy documents; reviews and comments to ensure the District's interests are protected. Conducts site visits and field investigations as required. Ensures that trail projects to be owned, operated or managed by the District are designed consistent with District standards. Provides liaison services to outside agencies, trail users and other community groups; negotiates, coordinates and secures development concessions in the form of public open space dedications, public access easements and environmental mitigations. Represents District interests and supports District objectives in a wide range of community, environmental and public forums.

OTHER FUNCTIONS AND DUTIES:

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree from an accredited college or university, with major work in City or Regional Planning, Landscape Architecture, or similar field related to prospective duties; and
- Experience: Three years experience in land use planning, including work with public agencies and experience with preparation and analysis of plans and environmental documents.

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OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge of California planning and environmental laws and environmental evaluation procedures. Knowledge of trail planning, design concepts and trail maintenance. Written and verbal communication skills to deliver public presentations, coordinate interagency and interdepartmental meetings, and facilitate discussions with key internal and external stakeholders. Intermediate level skills in computer technology (Internet, PowerPoint, digital imagery, word processing, and GIS). Project management skills and ability to meet deadlines. Ability to supervise support staff on a project basis. Ability to communicate graphically. Ability to organize and create maps and presentation graphics. 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 and/or weekend hours for meetings or presentations.

REPORTS TO: Environmental Programs Manager, Interagency Planning Manager, or Trails Development Program Manager

SUPERVISES: May supervise support staff and or volunteers on a project basis.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$4,995.25 - \$5,464.88
Replaces " Park Planner II", Adopted by Board: 5/15/76
Revision Adopted by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04
Revision Approved by General Manager: 2/26/07
Revision Approved by General Manager: 4/25/07