

# Park and Open Space Planner

Payroll Job Code - \_\_\_\_\_

## SALARY RANGE

Step 1	Step 2	Step 3	Step 4	Step 5
\$45.43	47.64	49.86	52.06	54.61

## DESCRIPTION

The Park and Open Space Planner, under direction, conducts and reviews park planning studies and prepares plans and reports; participates in or leads land acquisition projects and other real property transactions; oversees master plan development, land use entitlement, construction permitting, and construction projects for park and open space facilities; designs parks and park facilities; prepares and administers grant applications, grantmaking programs, and construction contracts; may serve as a project lead or specialist; and performs other administrative and non-administrative work as required.

## DISTINGUISHING CHARACTERISTICS

This is a permanent FLSA exempt classification in the service of the Napa County Regional Park and Open Space District. An employee in this class is expected to exercise substantial independent judgement and perform the full range of duties in park and open space planning and project management.

## SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the General Manager.

While this position is not Supervisory, it may provide functional supervision to other employees on a project basis, as assigned.

## EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

### *Experience:*

Three or more years performing professional planning, landscape architecture, environmental science, or engineering work, of which at least one year is at a project management level.

*Education:*

Graduation from an accredited college or university with a relevant bachelor's degree. Graduate coursework and/or completion of a postgraduate degree in planning, environmental science, landscape architecture, or engineering is highly desired.

*License or Certificate:*

Possession of a current California Driver's License.

**EXAMPLE OF DUTIES:**

*The following duties are typical for this classification. Incumbents may perform some or all of the listed duties and may be required to perform additional duties as assigned to address business needs and changing business practices.*

Makes preliminary field investigations of proposed park, open space, or historic sites to assess suitability and potential usage; determines size, configuration, access modes and basic design; prepares preliminary site plans.

Coordinates land acquisition process with landowners, title companies, appraisers, and related agencies and departments; provides technical advice during negotiation.

Provides technical support to parks staff; coordinates park improvement work with other phases of development projects; provides technical advice on environmental documents.

Works with federal, state, and local agencies to secure necessary permits for park and open space acquisition and improvement projects.

Oversees the development of Requests for Proposals/Qualifications and the solicitation and selection processes for professional planning and analysis services; evaluates proposals and recommends contract awards; administers contracts after award.

Designs parks and park facilities; participates in or reviews work of consultants engaged in preparation of site and facility development plans, landscape plans, grading plans, detail designs, construction drawings, and specifications; prepares documents for public bid or construction.

Supervises construction of park facilities; reviews and inspects work to ensure conformance with plans, specifications, permits, and District standards.

Conducts research and prepares, reviews, and completes various reports, including Board of Directors agenda reports and planning project related documentation and correspondence;

oversees, reviews, and prepares California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance documents.

Prepares and administers grant applications and programs for park and open space acquisition and development.

Conducts public meetings to present public information and elicit responses; makes presentations to the Board of Directors and other public bodies.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Serves as a liaison for assigned projects to outside agencies, neighborhood groups, and concerned citizens; performs public relations and outreach work related to assigned activities; responds to all manner of inquiries.

Performs routine and semi-skilled tasks in the construction, maintenance and repair of park structures and facilities such as buildings, trails, plumbing, sprinkler and water systems, picnic tables, barbeque pits, playground equipment, and informational signs.

May lead and train others on a project basis.

## **TYPICAL QUALIFICATIONS**

### **KNOWLEDGE OF:**

Principles, methods, theories, practices, and techniques of park and open space conservation and land stewardship planning, including public access planning, park and open space recreational development, landscape ecology, spatial analysis, resource management, site planning, urban and regional land use, and design review.

Land acquisition, land transfer, and California land use control principles including general planning, zoning, and the state Subdivision Map Act.

Public project funding principles and procedures.

Grant writing and grant management.

Contract development and administration.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Administrative principles and practices, including project management, and the development, analysis, and evaluation of programs, policies, and operational needs.

General principles of risk management related to the functions of the assigned area.

Negotiation techniques and strategies.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Use of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports.

Modern office practices, methods, and use of both computer equipment and applications related to the work described herein.

**SKILL TO:**

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement solutions that effect the mission and goals of the Board and management of the District.

Coordinate with other programs and services within the District, the County of Napa, and with outside organizations, agencies, and facilities.

Prepare clear and concise correspondence and reports.

Interpret and apply District, federal, state, and local policies, laws, and regulations.

Maintain organized and accurate records.

Speak and read Spanish (desired, but not disqualifying).

Communicate clearly and concisely, both orally and in writing.

Effectively work with a variety of persons and organizations who have diverse issues, concerns, agendas, and values.

Oversee multiple projects and organize and prioritize work assignments with limited day-to-day supervision.

Establish and maintain effective working relationships with others both within the District and externally.

Set aside ego and self-regard in service of the District's mission and values.

Work effectively under pressure, meet deadlines, and adjust to changing priorities.

**ABILITY TO:**

Travel to different sites and locations within the District.

Perform tasks which include the full range of body movements involving reaching, bending, grasping, climbing, and hiking over developed trails or open country.

Operate a variety of office equipment including personal computers and related peripheral equipment and software applications.

Work outdoors in all types of weather conditions including in and around potentially hazardous conditions.

Abide by the District Standards of Conduct, which require that we treat coworkers and the public with respect and courtesy at all times.

**NOTE:**

The individual(s) chosen for hire must be able to pass a criminal background check. A District medical examination may additionally be required.

**The Napa County Regional Park and Open Space District is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.**

