

## **EAST BAY REGIONAL PARK DISTRICT**

### **SENIOR PARK PLANNER**

#### **GENERAL FUNCTION:**

Under general supervision, conducts varied planning projects to interpret and implement the planning policies and capital improvement projects of the District's Master Plan and park Land Use Plans.

#### **ESSENTIAL FUNCTIONS:**

Reviews assigned projects and develops project schedule, methods and procedures; conducts research on park resources using documents, surveys, plans and maps; conducts site visits and field investigations as required; analyzes and interprets data and identifies key planning issues and project stakeholders; selects and monitors outside consultants in the preparation of technical reports; prepares environmental impact documents in compliance with regulatory agency requirements; prepares land use plans; ensures that legally mandated schedules and deadlines are adhered to for Land Use Plans and environmental reports; prepares and conducts public presentations, including slide shows and PowerPoint presentations, designs display boards, exhibit graphics, report graphics, etc.; provides follow-up coordination in the design and construction phase of Land Use Plans; prepares cost estimates for capital projects within the plan; independently evaluates the environmental impacts of capital and maintenance projects and monitors the implementation of environmental mitigation measures; attends staff coordination meetings.

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

Performs related duties as assigned. May direct support staff on a project basis.

#### **MINIMUM QUALIFICATIONS:**

Education: Bachelor's Degree from an accredited college or university, with major work in City, Park, Regional or Environmental Planning, Landscape Architecture, or related field; and

Experience: Three years experience in land use planning.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

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

Knowledge of and experience in land use planning and design principles. Broad knowledge of California planning and environmental laws. Communication skills to deliver public presentations, coordinate interagency and interdepartmental meetings, and facilitate discussions with key internal and external stakeholders. Skills in computer technology (Internet, PowerPoint, digital imagery and word processing). Project management skills and ability to meet deadlines. Ability to direct 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

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of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

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: Chief of Planning/Stewardship

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