

NATURAL RESOURCES PLANNER

SALARY RANGE

\$41,433.5 - \$50,362.7 Hourly
\$7,181.81 - \$8,729.53 Monthly
\$86,182 - \$104,754 Annually

DESCRIPTION

Definition

Under general direction, performs natural resource management duties including, but not limited to, planning and implementation of habitat management and park and open space projects, enhancement and restoration projects, monitoring and analysis of fluvial and geomorphic processes, development of mitigation strategies, acquisition of conservation easements, permitting and application review; plans and conducts public outreach activities; researches and compiles information, writes reports, makes recommendations, and implements policies; obtains, supervises and contracts for consultant services, manages contracts, seeks, obtains, and implements grants, and monitors to ensure compliance with grant requirements and manages budgets. May also assist with County Administrator Office with other related activities.

Distinguishing Characteristics

This is a professional level class with positions allocated in the County Administrator's Office. Incumbents in this class report to the Manager of Governmental Relations or the Manager of Natural Resources or other higher level management personnel and may be responsible for supervising staff and performing technical, professional planning and project implementation work associated with natural resources and parks and open space management projects and activities with a substantial degree of independence and judgment. This is a highly visible position that requires the incumbent to provide leadership, demonstrate political sensitivity, and develop and maintain positive working relationships with all those contacted during the course and scope of employment.

This class is distinguished from the similar class of Senior Planner in that this class has a more specialized area of focus. It is also distinguished from the lower class of Natural Resources Program Coordinator in that the latter is responsible for the overall coordination of Natural Resources programs. It is further distinguished from the Manager of Natural Resources by the broad range of management functions.

ESSENTIAL FUNCTIONS:

- Plans, coordinates and directs the implementation of the Cache Creek Area Plan, including both the Cache Creek Resource Management Plan (CCRMP) and the Off-Channel Mining Plan (OCMP), the Yolo County Parks Master Plan, the Yolo Habitat Conservation Plan/Natural Communities Conservation Plan, the Yolo County Strategic Plan, as applicable, and planning activities within and in proximity to the Yolo Bypass and Sacramento-San Joaquin Delta.
- Researches and performs complex professional functions related to resource/habitat/environmental management, permitting and planning, regional water resources/flood issues, parks and open space improvements related to the development

of a Cache Creek Parkway within the County, the implementation of the Yolo Habitat Conservation Plan/Natural Communities Conservation Plan, and the Yolo Bypass .

- Oversees implementation of flood risk reduction and habitat enhancement projects.
- Serves as liaison to various resource management related citizen and advisory groups within the County, including the Cache Creek Conservancy, Cache Creek Watershed Stakeholders Group, and Cache Creek Technical Advisory Committee, the Yolo Habitat Conservancy Science and Technical Advisory Committee, the Yolo Habitat Conservancy Implementation Advisory Committee, the Yolo Bypass Partnership, the Yolo County Farm Bureau and Yolo Land Trust, and enhances and develops opportunities for partnerships to carry out County goals and objectives.
- Plans and conducts public outreach activities in the areas of park and natural resource management; and develops and maintains relationships with local landowners, residents, and members of the community. .
- Manages contracts for a variety of engineering, environmental, and consulting services relative to implementation of the Cache Creek Area Plan and the Yolo Habitat Conservation Plan/Natural Communities Conservation Plan including, but not limited to annual aerial photos, water quality testing, mercury monitoring, hydraulic analysis, easement monitoring, restoration and maintenance, and oversight of individual project consultants.
- Assists in developing grant proposals, oversees grant and consultant contract administration to ensure compliance with cost estimates, time schedules, and legal requirements.
- Develops and supervises budgets, supervises other staff associated with the program.
- Negotiates the development of reclamation plans, open space facilities, property reuse plans, and site improvements in accordance with the adopted County or regional plans, policies, and goals.
- Coordinates with the State Department of Conservation on administration of the Surface Mining and Reclamation Act as the lead agency, and the California Department of Fish and Wildlife, the California Department of Water Resources, the Central Valley Flood Protection Board, the Army Corps of Engineers, the Bureau of Reclamation, and the US Fish and Wildlife Service as needed.
- Performs related duties as assigned

EMPLOYMENT STANDARDS:

Any combination of education and experience which provides the required knowledge, skills and abilities will qualify. A typical way to obtain the required knowledge, skills and abilities is as follows:

Education: Equivalent to graduation from an accredited college or university with a degree in planning, geography, resource and environmental management, biology, public administration, or a closely related field. A Master's degree or better is preferred; and

Experience: Equivalent to three (3) years of experience in natural resource management, government and/or private industry performing technical and/ work involving planning, resource or environmental management, geology, forestry, mining, or a closely related field; supervisory experience; experience with public, multiparty decision-making processes, regulatory requirements associated with natural resources.

License Requirements:

Positions in this classification require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

KNOWLEDGE & ABILITY:

Knowledge of:

- Principles and practices of governmental planning and public administration particularly in the areas of resource/habitat/environmental management, regional water resources/flood issues, and aggregate mining
- Planning laws, rules, ordinances and regulations at the County, regional, state, and federal level including the California Environmental Quality Act and the Yolo Habitat Conservation Plan/Natural Communities Conservation Plan
- Principles and practices of supervision, discipline, leadership, mentoring, and training
- Team dynamics and team building
- Standard research methodology methods and procedures
- Program and systems management
- Word processing, spreadsheet, and geographic information system programs utilized by the County

Ability to:

- Organize work and exercise sound judgment
- Pay close attention to detail
- Research and make recommendations for policies, procedures, and regulations
- Plan, collect, analyze, interpret and apply data to various planning and resource management projects
- Organize and manage research studies
- Prepare and present concise and well organized written and oral reports of a technical nature
- Interpret and apply Federal, State, and County laws and regulations to resource management projects
- Monitor and interpret budgets and other financial documents
- Select, supervise, train, and evaluate staff
- Plan, coordinate, assign, and review the work of subordinate staff
- Investigate and resolve disciplinary issues
- Meet and deal effectively with the public and other governmental officials
- Provide assistance to various boards and commissions
- Use standard word processing, spreadsheets, data base, and presentation of graphics software
- Represent the Department as appropriate in a responsible and effective manner
- Express oneself clearly and concisely, both orally and in writing
- Work independently
- Meet established timelines
- Establish effective work relationships with those contacted in the course of work

ENVIRONMENTAL & FUNCTIONAL FACTORS:

The incumbents in this class are generally expected to work in an office setting. The incumbents complete work either alone or closely with others. Incumbents are required to communicate verbally with coworkers and clients both in person and on the phone, and to respond to sometimes stressful situations in a calm, professional manner. Positions may require the incumbents to travel throughout the County to various locations for meetings, professional development, etc.

MEDICAL CLASS:

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved and require frequent sitting, standing, and walking. Incumbents must have corrected hearing and vision to perform the essential functions of the job. Additionally, positions require manual dexterity and eye-hand coordination to use a variety of standard office equipment. Incumbents must be able to communicate verbally with others.

Revised: September 28, 2021