

NATURAL RESOURCES PLANNING MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional and technical work related to all programs and activities of the natural resources planning unit of the Environmental Services Division of the Public Works Department; manages the effective use of the County's resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Deputy Public Works Director-Environmental Services in areas of expertise; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management level class that manages the programs, projects, and activities of the natural resources planning unit of the Environmental Services Division of Public Works. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Deputy Public Works Director-Environmental Services in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and public and regulatory agencies. This class is distinguished from the Deputy Public Works Director-Environmental Services in that the latter has responsibility for the overall management of the Environmental Services Division of the Public Works Department.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the natural resources planning work unit, including the programs and activities associated with the North Coast Resource Partnership and the Humboldt County Fire Safe Council.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures; integrates best management practices.

- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of services, projects, and activities; assesses and monitors workload and administrative and support systems; identifies opportunities for improvement and recommends to the Deputy Public Works Director-Environmental Services.
- Manages and participates in the development and administration of and oversees assigned budgets.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; and works with employees on performance issues.
- Provides highly complex staff assistance to the Deputy Public Works Director-Environmental Services; develops and reviews staff reports related to natural resources planning activities, projects, and services.
- Coordinates activities of the Humboldt County Fire Safe Council (FSC); organizes, facilitates, and sets agendas of quarterly meetings of the FSC; coordinates implementation of FSC initiatives and tracks progress thereof; serves as a technical advisor to the Council.
- Secures funding for and implements initiatives of the Humboldt County Community Wildfire Protection Plan (CWPP); ensures that the Fire Safe Council makes appropriate progress toward CWPP initiatives and goals.
- Coordinates the County's efforts in the North Coast Resource Partnership; reviews new and emerging mandates of the California Department of Water Resources (DWR) and ensures that North Coast Resource Partnership sub-grantee contracts and operations are compliant; explains new and revised contract provisions to sub-grantees as necessary.
- Researches and develops grants; administers grants; tracks and ensures expenditures are compliant with grant provisions; interprets and explains grant provisions and guidelines to sub-grantees.
- Coordinates with other Public Works divisions and programs, County departments and State and federal agencies; reviews projects and activities to ensure compliance with applicable laws and requirements, including the applicability of the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA); directs project-specific analysis and prepares supporting documentation.
- Develops Requests for Proposal (RFPs) and Requests for Qualifications (RFQs) and administers selection process; develops and administers professional services agreements.
- Monitors and directs work performed by consultants and integrates consultant work product into Public Works project development processes.

- Compiles data and information and prepares reports, including complex science-based reports.
- Represents the County in meetings with State, federal and regulatory agencies as well as local professional and community groups.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Principles and practices of budget development and administration.

Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

Principles, practices, and methods of natural resources planning.

Practices, procedures, and provisions of California State Integrated Regional Water Management programs.

Principles and practices of grant development administration, and sourcing.

Community fire planning processes, procedures, and standards.

Working knowledge of tribal governance structures and legal status.

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.

Principles and practices of County procurement and contracting procedures.

Methods and techniques of effective technical report preparation and presentation.

Methods and techniques of geographic information systems (GIS) data collection, analysis, and interpretation.

Modern office practices, methods, and computer equipment and applications.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the County in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Skill in:

Recommending and implementing goals, objectives, and practices for providing effective and efficient services.

Administering complex, technical, and sensitive environmental resource planning and related programs in an independent and cooperative manner.

Planning, organizing, assigning, reviewing, and evaluating the work of staff; training staff in work procedures.

Evaluating and developing improvements in operations, procedures, policies, or methods.

Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.

Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.

Analyzing, interpreting, summarizing, and presenting administrative and technical information and data in an effective manner.

Interpreting, applying, explaining, and ensuring compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.

Conducting complex research projects, evaluating alternatives, making sound recommendations, and preparing effective technical staff reports.

Effectively representing the department and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.

Establishing and maintaining a variety of filing, record keeping, and tracking systems.

Operating office equipment and computer applications related to the work.

Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner; organizing own work, setting priorities, and meeting critical time deadlines.

Making sound, independent decisions within established policy and procedural guidelines.

Using English effectively to communicate in person, over the telephone, and in writing.

Using tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in environmental studies, natural resources, environmental planning or a closely related field, and three years of increasingly responsible management and/or administrative experience in professional natural resources planning or closely related work.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various construction sites; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.