

CITY OF SALINAS

ENVIRONMENTAL RESOURCES PLANNER

BARGAINING UNIT/CLASS CODE:

AMPS / N06

DEFINITION

To plan, direct, coordinate and evaluate water resources planning activities (regional and local water and wastewater issues and systems); design and implement public information and relation efforts to stimulate community interest in water conservation and wastewater quality; enforce city water and waste water ordinances; and to provide technical staff assistance to the Wastewater Maintenance Manager and Maintenance Services Director.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Planner series. Work of this class involves lead responsibility in planning, organizing and implementing programs and activities. Incumbents of this class will also be performing code enforcement duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Maintenance Manager and Maintenance Services Director. May exercise indirect and/or project supervision over professional, technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSTION Duties may include, but are not limited to the following:

Plans, organizes, directs and coordinates water resources activities. Assists the department in defining work goals and objectives for water resources planning. Provides technical assistance to the Maintenance Services Director, City Manager, City Council, and appropriate City Commissions, Boards, and Committees. Develops and administers the City's water conservation program, to include the identification, evaluation and promotion of water conservation measures and devices. Negotiates, develops, and administers contractual agreements relating to water resources issues. Develops and conducts promotions and educational/public information programs for increasing utilization of water conservation and wastewater quality techniques and equipment; conducts workshops and seminars; develops and oversees production of marketing and educational materials, and media releases; maintains and distributes materials. Directs and coordinates special studies; prepares reports and findings. Coordinates, reviews and participates in the work of professional and technical employees in data collection, analyses, plan formulation, and implementation of a variety of water resources activities. Develops and monitors environmental mitigation measures for impacts to water quality, quantity and pollution prevention. Represents the department at public hearings on water resources (water, sanitary sewer, storm sewer and industrial sewer) planning matters, responds to public concerns and inquiries, and organizes public meetings to obtain input. Performs enforcement duties related to water quality and quantity ordinances. Responds to requests for information or assistance from citizens and businesses. Locates potential funding sources, including grants; prepares and follows grant and other funding applications, and administers and monitors expenditure of approved funds. Interprets and analyzes legislative proposal and activities. Assists in supervising, training and evaluating technical and clerical staff, as assigned. Assists in budget preparation and administration. Promotes and maintains safety in the workplace. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal

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conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of water resources and urban planning. Principles and practices of public administration and project management. Applicable Federal, State and Local law and regulations relating to water resources planning. Recent developments, current literature, and informational sources in the field of water resources planning. Grant and contract administration and negotiation techniques. Research methods and procedures; mathematics and statistics. Principles and practices of public information services. Written, oral and graphic presentation techniques. Group persuasion principles and practices. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Manage complex Water Resources planning projects. Identify and resolve complex organizational, procedural, and technical problems. Correctly interpret, analyze, explain and apply governmental policies, procedures, laws, and regulations. Project, prepare, and oversee specific project budgets. Prepare concise, comprehensive and accurate written reports and correspondence. Negotiate, develop and administer consultant services contracts. Establish and maintain effective working relationships with City staff, public agencies, utilities, regional agencies and the general public. Coordinate division activities with other divisions, departments, agencies, the general public. Communicate clearly and concisely, orally and in writing. Effectively organize tasks, plan time, and meet deadlines. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Driver's License. Obtain an 832 PC Certification within six (6) months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the required knowledge, skills and abilities would be any combination equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban and regional planning, water resources planning, civil engineering or a closely related field; and five (5) years of progressively responsible work experience in water resources planning, community development, or public administration; three of which must be professional level and include at least one year of supervisory experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____