



## Midpeninsula Regional Open Space District - Planner III

Do you have a passion for outdoor recreation and open space? Do you seek an opportunity to work on a variety of planning, design and construction projects that focus on preservation and public use of open space? With the passage of the Measure AA bond measure in 2014, Midpeninsula Regional Open Space District has been ramping up project planning and delivery to fulfill the commitments made to the public regarding greater outdoor recreational access and environmental education, protected open space lands, and natural resource restoration.

The District is seeking a Planner III who will manage key design and planning projects supporting public access and outdoor recreation in Santa Clara and San Mateo Counties. The ideal candidate will possess an educational background in landscape architecture, architecture, construction management, environmental planning or design, environmental sciences, natural resource management, or related field. The candidate should be an organized, creative, and energetic self-starter with excellent communication and project management skills, who enjoys working within a collaborative team dynamic. Top-level candidates should be familiar with design project management, environmental review processes, and local, state, and federal land use laws and permitting processes, including the American for Disabilities Act (ADA).

**About the District:** The District manages a regional greenbelt system in the Santa Cruz Mountain region comprised of over 63,000 acres of land in 26 open space preserves, protected for public enjoyment and recreation. The District is a growing organization with a focused mission that guides our work, and where every employee makes an impact. It's an exciting time to be part of the District's team! If you are looking for a challenging opportunity to contribute to the legacy of open space preservation and recreation, we invite you to apply for this position. To learn more about the District, visit our website, [OpenSpace.org](http://OpenSpace.org), and view our "[Working for Midpen](#)" video on our Jobs page.

**About the Position:** The Planner III focuses on a wide variety of planning and capital improvement projects that include site design to increase public access, outdoor recreation, interpretation and enjoyment of District lands; long-range planning; and land use planning. The Planner III is tasked with performing complex professional level design, planning and analysis; directing the design phase of capital improvement projects such as trails and staging areas and staff facilities; developing recommendations for land use policies; preparing long-range preserve and site-specific plans to guide the use and management of District lands conducting or overseeing studies to identify and evaluate environmental issues related to public access and natural and cultural resources; preparing requests for proposals; assisting in development of grant applications; preparing and/or assisting in the preparation of environmental review documents; and obtaining planning and environmental permits and initial approvals for District projects. Beneficial skills for this position would include computer-based and/or other systems such as AutoCAD for conceptual site design or GIS for management and analysis of data regarding District lands, facilities, natural



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resources and activities.

The ideal candidate is expected to communicate well and collaborate closely with other departments to complete project requirements, work with local jurisdictional agencies to coordinate planning and permitting efforts; direct multidisciplinary teams of consultants; prepare and present clear and concise oral and written communications to senior staff, the Board of Directors and public; keep projects on schedule and on budget while remaining flexible to adjust priorities as needed; maintain well-organized and complete project documentation; and build trust with peers, community members, stakeholders, and District leadership. For additional information about the position, see the [Job Description](#) page on the District website. The position receives direct supervision from a Senior Planner.

**Work Environment:** This position is part of the Planning Department at the District's offices in Los Altos, California. In addition to working in the office and providing project presentations to senior management, the Board of Directors, and Committees, and at public meetings, the Planner III will sometimes work in the field and hike through steep terrain and wildland areas. Field work will require driving in remote areas on dirt roads, working in temperatures ranging from cold and blustery to hot and dry. Ideal candidates will be comfortable working in these types of field conditions, as well as in an office environment.

**Education and Experience:** *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Equivalent to graduation from an accredited four-year college or university with major coursework in landscape architecture, architecture, urban or regional planning, natural resource management, environmental planning, or a related field, and at least three (3) years of increasingly responsible experience in design project management, preferably in parks, open space or related field, including at least one (1) year of supervisory and administrative responsibility.

**Licenses & Certifications Required:** Possession of a valid California Driver's License.

**Benefits:** The Open Space District provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page of the District website for details.

**How to Apply:** Apply online at [CalOpps.org](http://CalOpps.org). *Deadline to apply is Sunday, November 10, 2019 at midnight.* CalOpps is unable to accept applications once the application window closes.

**The following four (4) application materials are required and constitute a complete application:**

(1) A fully completed CalOpps employment application



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(2) Cover Letter

(3) Resume

(4) Supplemental question responses

Incomplete applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews.

**Recruitment Timeline:** *We recommend applicant's schedules be open during this period for panel interviews.*

*The District cannot accommodate individual schedules.*

First Interview: November 19, 2019

Final Interview/Written Exercise at our office in Los Altos: December 10, 2019

Estimated Start Date: Early January 2020

### **Midpeninsula Regional Open Space District**

#### **is an Equal Opportunity Employer**

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at (650) 691-1200

***Put your passion for Open Space to work!***