**Redwood Community Action Agency**

**Natural Resources Services Division**

**JOB ANNOUNCEMENT**

**TITLE: Planner or Senior Planner**

**STATUS: 0.75 to 1.0 FTE (30-40 hours); also includes paid vacation, sick leave, and 13 paid holidays annually. Accrual is based on a pro-rated basis per days/hours worked**

**PAY RATE: $16 - $21.50/hour D.O.E. (depending on experience and/or education)**

**AVAILABLE: Immediately**

**DEADLINE: Monday, January 28th 2019 at noon**

**APPLICATION PROCESS:**

**Required** Employment Applications available at:

Redwood Community Action Agency, 904 G. Street, Eureka, CA. 95501 or [www.rcaa.org](http://www.rcaa.org)

**PLEASE NOTE: Cover letters and resumes with your application are highly encouraged. Incomplete applications or resumes without applications will not be accepted.**

## POSITION PURPOSE

Under the general supervision of the Division Director or their designee; the Planner/Senior Planner provides planning, technical analysis and assessment, interpretive, and writing support to natural resource projects. The Planner/Senior Planner possesses specialized technical knowledge and/or experience and is both self-directed and capable of directing and motivating other Planners, Specialists, and Assistants. The Senior Planner may supervise (including ongoing training, evaluating, and dissemination of information) other staff as assigned. At any one time, the Planner/Senior Planner may undertake primary implementation responsibility for several small to medium, simple projects or one large complex project. The Planner/Senior Planner is an active participant in developing project designs, budgets, grant, and foundation proposals to provide sustainability for this position.

This position is primarily office-based, but will include traveling; such as, visits to field/trail locations for site review and inspection, without direct physical labor. The Planner/Senior Planner may also attend or facilitate community events, symposiums, trainings and/or seminars.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provides specialized technical and experiential knowledge to projects including guidance on implementation techniques, budgeting, invoicing, timelines, quality control, and subcontractors.
* Natural resource project support tasks include, but are not limited to the following:
* Analyzing, evaluating and preparing natural resource planning/implementation documents; including site plans, reports, and regulatory documents and permits.
* Writing, editing and formatting support for documents, proposals and reports.
* The administration of simple projects including fiscal management of budgets and team building.
* Conduct environmental education and community outreach activities.
* Responsible for coordinating and implementing project components and tasks assigned to themselves and their staff (if any), including:
* Clear communication with their supervisor about detailed scheduling and logistics, staffing requirements, and resource needs, such as materials and common equipment or vehicles.
* Projection of upcoming project needs.
* Problem identification and trouble-shooting.
* Budget tracking.
* Knowledge of and participation in overall development/grant writing efforts within the division.
* Provide assistance and/or support to the Division Director or other staff as assigned.
* Participate in strategic and operational planning and problem solving
* Contribute to the development and implementation of the Division policies, in line with the Agency’s policies & procedures.
* At any one time, may be the assigned team leader with responsibility for no more than three small to medium, simple projects or one large, moderately complex project including:
* Design of project implementation strategy, set and facilitate achievement of work quality standards and timeliness.
* Creation, direction, and oversight of a project team.
* Management of project budgets and maintenance of all necessary files and back-up information.
* Oversight of project expenditures and invoicing and monitoring payment receipts.
* Oversight of project consultants and subcontractors, and technical work.
* Development of good working relationships with landowners, government agency representatives, community organizations, and local business staff.
* Identification of and securing permits and landowner agreements.
* Completion of project progress and final reports, and creation of project products that meet or exceed contractual obligations.
* Encourage and facilitate clear communication between staff members, as needed.
* Responsible for participating in development of project work for self and other division staff; including grant writing.
* May represent RCAA/NRS in preliminary contract and agreement negotiations, under the supervision of the senior staff, to be finalized by the NRS Director and the RCAA Executive Director.

## JOB REQUIREMENTS

Knowledge of and Experience with:

* Meeting facilitation, outreach, and community organizing.
* Fundamentals of natural sciences, permitting, community, and natural resource planning and management.
* Technical analysis and assessment, technical writing and research.
* Program administration and fiscal management; including basic methods of negotiation of contracts, agreements, and the management of budgets.
* Personnel management, leadership, motivation, training, supervision and direction of staff, including appropriate delegation and follow-up.
* Understanding of project development, design, and implementation; including development of funding sources, competitive grant writing, contract development, and the creation of project bids, specifications, and budgets.
* Establishment and maintenance of cooperative and effective relationships.
* Relevant knowledge of government regulations and agencies and industry rules and practices.
* Implementation of natural resource projects, based on area of expertise including:
* Knowledge of specific methods of related area of expertise (e.g. watershed management/restoration, ecosystem management, fisheries, biological sciences, and environmental/community planning))
* Basic understanding and use of field equipment/tools.
* Basic creation and design of project implementation and team management strategies.
* Oversight of project consultants and subcontractors
* Maintenance of safety and high quality work standards
* Basic first aid and safety procedures.
* Creative approaches to problem solving.

Ability to:

* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
* Perform job duties with a high degree of self-direction and with minimal supervision.
* Ability to organize and assimilate complex information and ability to learn new tasks quickly.
* Develop good working relationships with landowners, businesses and organizations, NRS and RCAA staff, funding source representatives, and the local service and natural resources population.
* Communicate effectively with individuals of various cultures, ethnicities, philosophical views, backgrounds, income levels and communication skills.
* Sensitively interact with and representation of RCAA/NRS to the media, as requested and approved.
* Project professionalism at all times and maintains confidentiality as well as a professional standard regarding Code of Ethics Policies.
* Work well under stressful conditions and manage stressed out staff and/or contractors successfully.
* Work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
* Establish and maintain personal and programmatic boundaries while providing services.
* Have means and capacity to run job-related errands.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

## MINIMUM QUALIFICATIONS

* Bachelor’s Degree in field related to natural resources management, biological sciences, or environmental planning. In lieu of educational requirements, equivalent experience may be substituted on a year by year basis.
* One (1) to two (2) years’ work experience in natural resources management, biological sciences, or environmental planning.
* Grant-writing experience.
* Project, budget, and contract management skills.
* Geographic Information Systems (GIS) skills and experience.
* Creative approaches to problem-solving from both an individual and team approach.
* Experience working with a variety of stakeholder individuals and organizations.
* Expertise with Microsoft Office software and Adobe Acrobat software.

## DESIRED QUALIFICATIONS

* Knowledge of the agencies, organizations, and issues specific to planning and natural resource management in Humboldt County.
* Meeting facilitation skills.
* Experience with supervision of subcontractors.
* One year of direct supervisory experience overseeing several office, field and/or technical staff.
* Exposure to non-profit and for-profit sectors.
* Experience with Adobe Creative suite.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as will be required
* Possession of valid California’s Driver’s License, current auto insurance and acceptable DMV record
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Cell/home telephone or other effective means of communication
* Proof of required education (i.e. AA, BA, MSW, etc.)

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***REDWOOD COMMUNITY ACTION AGENCY IS***

***AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***