**REDWOOD COMMUNITY ACTION AGENCY**

**Natural Resource Services Division**

**JOB ANNOUNCEMENT**

**JOB TITLE: NRS PLANNER I**

**STATUS: Fulltime – 40 hours weekly**

**PAY RATE: $18.00 - $20.00 D.O.E.**

**DEADLINE:** Open until filled; interviews will take place as qualified applicants are received. Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status.

**APPLICATION PROCESS:** Required employment applications and instructions for submitting your application materials are available at [www.rcaa.org](http://www.rcaa.org). A cover letter and resume with your application are highly recommended.

**NOTE TO APPLICANT:**

* This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
* RCAA is an **“Essential Business”** that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

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

* This PLANNER I job description is a template for all of RCAA’s PLANNER I’s across all of our programs. Please note that the Planner I may or may not be expected to do all of the tasks listed on the job description template as that is determined by the program you are working under (see last page for required tasks under SPECIFIC QUALIFICATIONS & EXPECTATIONS).

**POSITION PURPOSE**

Under the general supervision of the Division Director or their designee; the Planner I provides planning, technical analysis and assessment, interpretive, and writing support to division projects. The Planner I possess specialized technical knowledge and/or experience and is both self-directed and capable of directing and motivating other Planners, Specialists, and Assistants. At any one time, the Planner I may undertake primary implementation responsibility for several small to medium, simple projects or one large complex project. The Planner I is an active participant in assisting with: developing project designs, budgets, grant, and foundation proposals to provide sustainability for this position.

**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.
* Project support tasks include, but are not limited to the following:
* Analyzing, evaluating and preparing planning and 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 invoicing, managing budgets, and team building.
* 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, 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.
* Attend or facilitate community events, symposiums, trainings, and/or seminars.
* May represent RCAA in preliminary contract and agreement negotiations, under the supervision of senior staff, to be finalized by the Director and the RCAA Executive Director.

**JOB REQUIREMENTS**

Knowledge of and Experience with:

* Meeting facilitation, outreach, and community organizing.
* Technical analysis and assessment, technical writing and research.
* Program administration; 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.
* Creative approaches to problem solving.

Ability to:

* Travel to various local, state and/or national seminars and trainings if needed
* Establish collaborative partnerships
* Work with public, private and non-profit sectors
* Analyze situations accurately and adopt an effective course of action
* Perform job duties with a high degree of self-direction and with minimal supervision.
* Oversee a number of varied programs/projects and activities responsibly and effectively.
* Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling.
* Facilitate meetings with small to large groups of people.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills in a culturally sensitive and appropriate manner.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives, businesses, the community, and with individuals contacted in the course of work.
* Demonstrate creative approaches to problem solving.
* Organize and assimilate complex information and learn new tasks quickly.
* Understand and implement written and verbal instructions with a high degree of accuracy.
* Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA’s Personnel Policies and Procedures Handbook and the Employee Code of Conduct
* Maintain a professional, confidential work environment.
* Ensure and protect Agency, employee, program/projects, 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 a field related to the specifics of the position and division. In lieu of educational requirements, equivalent experience may be substituted on a year by year basis.
* Successful grant writing experience.
* One to two years administrative experience with increasing responsibilities.

**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 work with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California’s Driver’s License with acceptable DMV driving record.
* Submit to background clearance and/or fingerprinting with acceptable results.
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice messages

**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

**SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE NRS PLANNER I (office-based) –** working under the direction of the NRS Division Director, or their designee; this position is primarily office-based, but will include traveling: such as, visits to field or trail locations for site review and inspection, without direct physical labor. The Planner I may also attend or facilitate community events, symposiums, trainings and/or seminars.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provides planning assistance to assigned office and planning tasks and project components
* Planning support tasks include, but are not limited to, the following:
* Discrete implementation tasks such as conducting outreach, organizing meetings, doing research, review of documents, and the composition of correspondence or reports
* Basic project expenditure tracking, processing of purchase receipts, and/or interactions with subcontractors. May also represent RCAA to clients, funding sources, or media, when appropriate
* Preparation of graphic elements
* Preliminary writing and formatting support for NRS documents, proposals and reports
* Preparation of basic interpretive programs, brochures and documents as part of community education or natural resource projects
* Understand basics of accurately estimating and tracking staff and materials costs required for project tasks
* May assist on field projects in the capacity of planning and research
* May provide input to Division Strategic and Operational Planning; and to trouble-shoot for the Planning/Office Department

**Project Team Lead Responsibility:**

* Responsible to coordinate the implementation as “Team Leader” of an assigned project component and/or be assigned responsibility for a discrete component of a project under the oversight of the projects “Team Leader” with other ongoing project tasks, including:
* Design of the component’s implementation strategy
* Minimal interaction with landowners, business personnel, government and private agencies
* Interface with component consultants and subcontractors, as appropriate
* Direction of the component’s implementation team to complete required tasks within specified timelines including setting and facilitating the achievement of the component’s work quality standards
* Tracking of the component’s budget, managing component expenditures, and maintenance of all necessary files and back-up information
* Communicating with Coordinators and/or the Management Team about detailed short-term scheduling and logistics, staffing requirements and resources needs such as materials and common equipment or vehicles
* Projection of upcoming project needs into the moderate-term
* Problem identification and trouble-shooting
* May participate in development with oversight; including assisting with project designs, budgets, grants and foundation proposals

**JOB REQUIREMENTS**

**Knowledge of and Experience With:**

* Fundamentals of natural sciences, community planning as it relates to natural resources planning and management
* Implementation of natural resource projects, based on area of expertise including:
* Knowledge of specific methods of related area of expertise (e.g. watershed management and restoration; ecosystem management; fisheries; biological sciences; and environmental 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
* Technical analysis and assessment, technical writing and research
* Meeting facilitation and community outreach skills
* Creative approaches to problem solving
* Working with a variety of stakeholder individuals and organizations
* Sensitively interacting and representing RCAA/NRS to the media, as requested and approved
* Basic first aid and safety procedures

**MINIMUM QUALIFCATIONS**

* Bachelor’s Degree in field related to natural resources management, biological sciences or environmental planning (equivalent experience may be substituted for education on a year-for-year basis)
* One (1) to two (2) years’ work experience in natural resources management, biological sciences or environmental planning
* Creative approaches to problem-solving from both an individual and team approach
* Expertise with Microsoft Office software, Adobe Acrobat software, and Google products, e.g. Google Drive, Google Docs, Google Sheets, Google Earth

**DESIRED QUALIFICATIONS**

* Knowledge of the agencies, organizations and issues specific to natural resource planning and management in Humboldt County
* One (1) year of direct supervisory experience overseeing office, field or technical staff
* Grant-writing experience
* Geographic Information Systems (GIS) skills and experience
* Meeting facilitation skills
* Experience using Adobe Creative Suite products
* Exposure to non-profit and for-profit sectors