**REDWOOD COMMUNITY ACTION AGENCY**

**Natural Resource Services Division**

**PLANNER II / ACTIVE LIVING PROGRAMS**

**POSITION PURPOSE**

Under the general supervision of the Division Director or their designee; the Planner II performs essentially the same tasks as the Planner I, however, the Planner II has more specialized education and/or skills and more years of experience in the field of study pertaining to the Division that they work in. The Planner II provides planning, technical analysis, and assessment, interpretive, and writing support to division projects. The Planner II possesses specialized technical knowledge and/or experience and is both self-directed and capable of directing and motivating other Planners, Specialists, and Assistants. The Planner II may supervise (including ongoing training, evaluating and dissemination of information) other staff as assigned. At any one time, the Planner II may undertake primary implementation responsibility for several medium sized projects or one large complex project. The Planner II is an active participant in assisting with: developing project designs, budgets, grant, and foundation proposals to provide sustainability for this position.

* This Planner II job description is a template for all of RCAA’s Planner II’s across all of our programs. Please note that the Planner II 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(s) for required tasks under **SPECIFIC QUALIFICATIONS & EXPECTATIONS).**

**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 coordination, staffing requirements, and resource needs, such as materials and common equipment or vehicles.
* Projection of upcoming project needs.
* Problem identification and troubleshooting.
* 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 medium sized 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 well under stressful conditions and manage stressed out staff, community partners and/or contractors successfully
* 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.
* Maintain a professional, confidential work environment.
* 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
* 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.)
* Submit proof of having been fully vaccinated for COVID-19.
* Must have an effective means of communication at all times; a home or cell phone with the ability to accept voice or text 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

**NOTE FOR ALL EMPLOYEES**

* 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.
* This position is considered a **“safety-sensitive”** job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
* 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 EMPLOYER***

**SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE NRS PLANNER II –** working under the direction of the NRS Division Director, or their designee; the NRS Planner II position is primarily office-based but will include traveling to field or trail locations for site review and inspection, without direct physical labor. This Planner II position will work primarily with Active Living Programs; but may assist with Watershed tasks as needed.

**NOTE:** The Planner II position is the more experienced, journey level of the Planner I/II series. To attain this position the incumbents may advance after gaining experience in the entry level position and demonstrating proficiency which meet the qualifications for the higher-level class; and they may have attained an advanced educational degree (i.e., Master’s). The Planner II is expected to perform all of the same tasks of the Planner I in addition to performing more diverse, advanced tasks; may also assist with the training of Volunteers, Interns and the Planner I staff.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Conduct environmental education and community outreach activities
* Attend or facilitate community events, symposiums, trainings and/or seminars
* Develop good working relationships with landowners, businesses, organizations, NRS/RCAA staff, funding source representatives and the local service or natural resources populations
* Sensitively interact with and representation of RCAA/NRS to the media, as requested and approved

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Fundamentals of natural sciences, permitting, community, natural resource planning and management
* Implementation of natural resource projects, based on area of expertise (e.g. watershed management /restoration, ecosystem management, biological sciences, or environmental/community planning)

**MINIMUM QUALIFICATIONS**

* Two (2) years’ work experience in natural resources management or community planning.
* One year of direct supervisory experience overseeing several office, field, and/or technical staff.
* Project, budget, and contract management skills.
* Grant-writing experience.
* Meeting facilitation skills.
* Experience working with a variety of stakeholder individuals and organizations.
* Familiarity with Microsoft Office and Adobe, as well as Access, FileMaker Pro, or similar database software.

On file

**EXECUTIVE DIRECTOR DATE**

On file

**DIRECTOR OF HUMAN RESOURCES DATE**

I have read, understand, and agree to perform the job functions as outlined above:

Employee Signature Date

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