



CITY OF BOULDER
invites applications for the position of:
Environmental Planner

An Equal Opportunity Employer

POSTING START DATE: 10/20/14 12:00 AM

POSTING END DATE: 11/03/14 05:00 PM

SALARY: \$62,500.00 - \$95,250.00 Annually

POSITION END DATE:

WORK SCHEDULE: Monday-Friday 8:00am-5:00pm

JOB TYPE: Full-Time

LOCATION: Cherryvale Open Space Operations Center, 66 S. Cherryvale Road, Boulder

OVERALL JOB OBJECTIVE:

Under minimal supervision, manages and coordinates the preparation and updating of complex environmental planning projects, including departmental master plans resource management plans and Trail Study Area plans. These planning efforts require balancing in the conservation of ecological systems, cultural resources, agricultural operations and visitor access and visitor experience. Such tasks involve knowledge of related long-term and broad scale community plans and expectations, working with interdisciplinary and multi-jurisdictional staff and community groups. Environmental planning occurs in both the urban context of Boulder as well as the natural environment of open space.

DUTIES & RESPONSIBILITIES:

1. Manages complex environmental planning projects coordinating staff experts in various disciplines and public processes involving interested community groups and individuals.
2. Performs complex environmental planning for the Open Space and Mountain Parks Department. This includes the following:
 - Coordinates, manages and leads visitor, land and resource management plans, involving staff teams, contractors and consultants and members of the public.
 - Evaluates existing baseline information, including, but not limited to, surveys and studies to determine the current state of resources and services, types and levels of threat to effective service delivery
 - Evaluates available information to make recommendations for additional inventories, research, surveys and other information collection.
 - Develops, evaluates and recommends planning goals and measureable objectives to the Open Space Board of Trustees and City Council.
 - Develops, evaluates, and recommends management strategies to achieve plan objectives and measures of success to assess management success to the Open Space Board of Trustees and City Council.
 - Updates plans in accordance with city practices, departmental and plan commitments.

- Manages special planning projects to implement the department's work program and to achieve City Council goals.
 - Researches, and writes special project reports,
 - Prepares and oversees contracts as part of planning efforts and works with consultants to accomplish planning goals and objectives.
3. Serves as a liaison and departmental representative to City Council, Open Space Board of Trustees, government agencies, and community groups.
- Presents complex information in clear and understandable ways to the City Council and Open Space Board of Trustees for use in policy and management decisions.
 - Coordinates and prepares presentations for the Open Space Board of Trustees and City Council meetings and study sessions, including writing and preparing documents and graphic presentations, reviewing materials and determining agenda items.
 - Represents the city at public hearings and meetings and makes formal presentations of city positions and policies.
 - Provides technical assistance to community and special advisory groups, city boards and county commissions, staff and public committees and the public.
4. Determines planning project requirements and decides project schedules, project implementation and staffing requirements to complete projects. Participates in policy decisions for the department as appropriate. Makes administrative and supervisory decisions as necessary.
- Establishes project timetables, schedules, work programs and budgets.
 - Supervises standard, temporary and seasonal employees to accomplish departmental goals, including preparation of visitor and resource management plans, baseline inventories, impact monitoring studies and coordinating research study projects.
 - Organizes and conducts community public meetings to meet project objectives and departmental goals.
 - Coordinates special projects with the City Manager's Office, other city departments, county government, state government, community organizations and the general public representing the city's open space interests.
5. Coordinates implementation of completed plans and manages projects as necessary to accomplish department's work program.
6. Participates in comprehensive regional planning activities to represent environmental values and concerns. This may include, but is not limited to the following:
- Assists with review of urban development proposals through the city's Development Review Committee Process (DRC) and Boulder County's Land Use review process.
 - Provides input on the environmental effects of city capital improvement projects during the conceptual planning and public process stages; participates in Community Environmental Assessment Process (CEAP).
 - Coordinates with regional municipalities and state and federal agencies including but not limited to Boulder County, City of Longmont, Town of Superior, U.S. Forest Service, Colorado State Parks, Colorado Department of Transportation, U.S. Fish and Wildlife Service, to represent open space concerns in regional planning processes.
 - Collaborates with Resource Information Systems staff to coordinate periodic updates of city-wide, county-wide and regional environmental databases and comprehensive plan maps.
 - Participates in revisions of the Boulder Valley Comprehensive Plan (BVCP).
7. Assists with search for grants and application for grant sources to support open space

planning.

8. Assists in the negotiation of agreements with various government agencies—including the Environmental Protection Agency, U.S. Department of Commerce, U.S. Fish and Wildlife Service, U.S. Forest Service. Colorado State Parks, Boulder County, Jefferson County – and community groups – including the Flatirons Climbing Council, Boulder Mountainbike Alliance, Boulder Audubon Chapter, Boulder County Nature Association, Boulder Outdoor Coalition and Friends Interested in Dogs and Open Space.

9. Other:

- Performs related duties as required to meet the needs of the city.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
- Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

CITY VISION AND VALUES:

The City of Boulder is committed to service excellence for an inspired future and the following values:

- **Customer service** - We are dedicated to exceeding the expectations of our community and our co-workers by demonstrating consistent and professional service with a solution-oriented approach
- **Respect** - We champion diversity and welcome individual perspectives, backgrounds and opinions. We are open-minded and treat all individuals with respect and dignity.
- **Integrity** - We are stewards of the public's trust and are committed to service that is transparent and consistent with city regulations and policies. We are honorable, follow through on our commitments and accept responsibility.
- **Collaboration** - We are committed to organizational success and celebrate our shared dedication to public service. We believe community collaboration and the sum of our individual contributions leads to great results.
- **Innovation** - We promote a forward-thinking environment that supports creativity, calculated risks and continuous improvement. We embrace change and learn from others in order to deliver leading edge service.

The City of Boulder is a smoke and tobacco free workplace.

All city supervisors are responsible for appropriately incorporating the principles of community sustainability into work on a routine basis; understanding and enforcing relevant collective bargaining agreements and management policies; hiring and firing supervised employees or making related recommendations; ensuring employees are trained initially and on an ongoing basis, as needed; providing appropriate feedback to employees by monitoring day-to-day performance; completing performance evaluations on time; correcting problems in employee work habits or performance in a timely manner; prioritizing and scheduling work functions and vacations; ensuring adherence to established safety standards; ensuring the timely completion and submission of all paperwork required by the city to process employee transactions, insurance or injury claims, etc.; maintaining related records; and ensuring the accuracy of reported time use.

QUALIFICATIONS:

REQUIRED MINIMUM QUALIFICATIONS:

Master's degree in Natural Resource Management, Recreational Resource Management , Environmental Planning, or related field and a minimum of five years of resource planning experience, or any equivalent combination of education and/or experience. Demonstrated abilities in management of natural, recreational or cultural resources. Demonstrated and consistent effectiveness working with public agencies. Consistently demonstrated excellent analytical and organizational skills. Consistently demonstrated effective verbal and written communication skills including the ability to write clear and concise correspondence and technical reports. Consistently demonstrated and strong negotiation and consensus building skills. Demonstrated effectiveness working within a complicated public process involving multiple stakeholders and competing interests. Good interpersonal skills including tact and courtesy in difficult situations. Ability to meet deadlines with minimal supervision. Ability and willingness to attend evening meetings. Valid driver's license. Have and maintain an acceptable motor vehicle record. Own vehicle (mileage will be reimbursed according to city policy).

DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:

Demonstrated authoritative expertise in natural resource management and understanding of the science and practice of ecosystem management as evidenced by journal articles, authored reports, and presentations at professional meetings. Legal education in natural resources law or regulations. Prior supervisory experience. Experience/background in an open space or land trust organization Experience with overseeing contractors. Demonstrated success writing grant proposals and receiving grants. Knowledge of principles, practices, and trends in natural, cultural and recreational resource planning. A working understanding of federal and state legislation related to a broad spectrum of environmental regulations, including the federal and state endangered species acts, federal and local wetland permitting and mitigation requirements, water management regulations.

SUPPLEMENTAL INFORMATION:**WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:**

Physical and Mental Effort: Sufficient clarity of speech and hearing or other communication capabilities that permits the employee to communicate effectively on the telephone and in person. Sufficient vision or other powers of observation that permits the employee to review evaluate and prepare a variety of written documents and materials. Sufficient manual dexterity that permits the employee to operate computer equipment and other office equipment. Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting. Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Work Environment: Works primarily in a clean, comfortable environment. Works in a setting subject to continuous interruptions and background noises.

Machines and equipment used include, but are not limited to the following: Frequently uses standard office equipment including personal computers, telephones, calculators and copy/fax machines.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.bouldercolorado.gov>

OUR OFFICE IS LOCATED AT:
1101 Arapahoe, 1st Floor
Boulder, CO 80302
[303-441-3070](tel:303-441-3070)

Job # 2014-00207
ENVIRONMENTAL PLANNER
BB

Environmental Planner Supplemental Questionnaire

- * 1. Do you possess a Master's degree in Natural Resource Management, Recreational Resource Management, Environmental Planning, or a related field?
 - Yes
 - No
- * 2. Do you possess a minimum of five years of resource planning experience, or any equivalent combination of education and/or experience?
 - Yes
 - No
- * 3. Do you have experience in the management of natural, recreational or cultural resources?
 - Yes
 - No
- * 4. Have you consistently demonstrated effectiveness working with public agencies in past jobs?
 - Yes
 - No
- * 5. Do you have, and in previous jobs did you consistently demonstrate, excellent analytical and organizational skills?
 - Yes
 - No
- * 6. Do you have, and in previous jobs did you consistently demonstrate, effective verbal and written communication skills, including the ability to write clear and concise correspondence and technical reports?
 - Yes
 - No
- * 7. Do you have, and in previous jobs did you consistently demonstrate strong negotiation and consensus building skills?
 - Yes
 - No
- * 8. Are you able to work within a complicated public process involving multiple stakeholders and competing interests?
 - Yes
 - No
- 9. If you answered yes to the previous question, how have you demonstrated your ability to do so in previous jobs?
- * 10. Do you possess good interpersonal skills including tact and courtesy in difficult situations?
 - Yes
 - No
- * 11. Can you meet deadlines with minimal supervision?
 - Yes

No

* 12. Will you be available and willing to attend night and weekend meetings?

Yes

No

* 13. Do you have a reliable vehicle that you can use for work?

Yes

No

* 14. Do you have a drivers license?

Yes

No

* Required Question