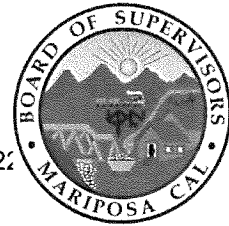




# MARIPOSA COUNTY

Human Resources/Risk Management · (209) 966-3222



## **RESOLUTION - ACTION REQUESTED 2018-405**

MEETING: August 14, 2018  
TO: The Board of Supervisors  
FROM: Steve Dahlem, County Counsel - Interim Human Resources Director  
RE: Approve New Classification of Community Design and Development Planner

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve the new classification and job description of Community Design and Development Planner; set the monthly salary range at \$5,086.89 - \$6,182.97; and assign the classification to the SEIU Local 521 bargaining unit effective August 1, 2018.

The Community Design and Development Planner ("Community Planner") will be responsible for developing and strengthening relationships with community organizations to promote and advise on design-related topics, including placemaking and community design. (Placemaking is a way to improve the quality of public places in a community and the region in which those places are located.) The Community Planner classification will work with stakeholders to develop mutually acceptable solutions to problems as they relate to new development within the County.

The recommended monthly salary range of \$5,086.89 - \$6,182.97 for the Community Planner is 5% higher than the Associate Planner. Although not part of the Planner series (Assistant Planner, Associate Planner, and Senior Planner), it was important to review those salaries in conjunction with this classification. The qualifications for the Community Planner are slightly higher than the Associate Planner class, thus, a 5% spread between these two classes is appropriate. This position receives supervision not only from the Deputy Planning Director and Planning Director, it may also receive supervision from the Senior Planner. Assigning a salary range as recommended will have no salary compaction between the Senior Planner and the Community Planner as there will be a 17% spread between the two classes.

During the 2018/2019 fiscal year budget, the Planning Department eliminated one full-time Planning Technician position and the Board of Supervisors approved funding the Community Planner position at the 80% permanent part-time level. The recommended salary of \$5,086.89 - \$6,182.97 is the full-time salary equivalent.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

During the 2018/2019 fiscal year budget hearings, the Board of Supervisors approved funding a Community Planner classification for the Planning Department. This

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recommended action is to approve a new job description and associated salary.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve this action as recommended. Amend this action as the Board desires and adopt accordingly.

**FINANCIAL IMPACT:**

**Funding for this position was approved in the Planning Department's 2018/2019 fiscal year budget**

**ATTACHMENTS:**

**Community Design & Development Planner (DOCX)**

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey

## **COMMUNITY DESIGN AND DEVELOPMENT PLANNER**

### **DEFINITION**

To prepare and review policies, guidelines and standards for design of physical form and spatial and functional relationships of public and private development; build coalitions with partner organizations, public agencies and the community to establish and maintain creative placemaking initiatives; prepare, administer and manage the scope of work, timeline, budget, etc. for contracts; pursue and administer funding from public and private source to support planning and design initiatives.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Planner or Deputy Planning Director and Planning Director.

This position does not supervise but does provide advice and guidance and manage work teams that are assembled for a specific project or activity.

### **ESSENTIAL FUNCTIONS**

Develops and strengthens relationships with community organizations to promote and advise on design-related topics, including placemaking and urban/community design.

Identifies opportunities to build innovative and effective coalitions among community groups, including non-profits, private businesses, educational institutions and County agencies.

Devises and implements innovative, equitable and effective stakeholder engagement techniques.

Pursues funding from a variety of sources to support community design and placemaking initiatives.

Oversees design professionals in the production and implementation of deliverables such as concept designs, schematic design packages, interactive stakeholder engagement strategies and community planning documents.

May be assigned to serve as regular staff to a Planning Advisory Committee for its on-going meetings.

Prepares and presents project recommendations and updates to various Planning Advisory Committees, the Planning Commission, and the Board of Supervisors.

Performs site inspections on various projects and programs.

Acts as liaison with other County, State and Federal agencies regarding review of assigned projects.

Uses Geographic Information Systems (GIS) to both process geospatial data relevant to site selection and analysis and produce accurate, compelling graphic maps and other documents.

Conducts meetings with County partner organizations, public agencies and community members.

May be assigned to serve as the Department's representative for collaborating planning efforts.

May oversee, coordinate or direct support staff assisting on assigned projects.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

National and state-level grant opportunities for a variety of topics such as green infrastructure, active transportation and recreation planning and design, creative placemaking and related topics.

Each phase of the project delivery timeline.

Existing coalitions between local community organizations.

Sustainable building and landscape modification practices and certifications, such as Leadership in Energy and Environmental Design (LEED) and the Sustainable SITES Initiative.

Best practices for community parks, open space and recreation operation and maintenance.

Local environmental, topographic, hydrologic and climatic conditions.

Appropriate techniques for environmental analysis.

Principles, accepted practices and techniques of planning, environmental design, project development and construction.

Current and historic trends in Federal, State and local planning.

Basic principles of compiling data using geographic information system (GIS).

Basic understanding of the National Environmental Policy Act (NEPA) and its implementation for local programs and its implication for the U. S. Forest Service and the National Park Service.

Basic understanding of the California Environmental Quality Act (CEQA) and its implementation for local programs and projects.

**Ability to:**

Independently pursue opportunities to increase the quality of community design and dialogue in Mariposa County.

Manage complex planning and project development projects from start to finish.

Work with a wide variety of experts and practitioners to arrive at holistic, interdisciplinary solutions.

Communicate clearly, using written, oral and graphic techniques, with a variety of stakeholders including Planning Advisory Committees, the Planning Commission, the Board of Supervisors and County staff.

Make clear, credible and accurate presentations to various advisory groups, commissions and boards.

Use appropriate computer software in the preparation of reports, graphics, displays, maps and presentations.

Implement specific Mariposa County General Plan goals and policies in programs and projects.

Learn the applicable State, Federal and County planning laws, codes, and regulations and impacts of court decisions.

Secure funding such as grants and private investments from a variety of sources to supplement County budget for community design and placemaking initiatives.

Manage projects, project resources and project budgets.

Coordinate with architecture and engineering contractors and consultants; design and assist in developing budgets and deliverable expectations from concept design through construction observation.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Read and understand site plans, grading plans, landscape plans and architectural elevations.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dust, and skin irritants.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials up to 25 pounds in weight; perform simple grasping and fine manipulations. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data and to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Minimum of three years of experience in landscape architecture, architecture, or community planning including experience with diverse stakeholder groups and government agencies. Public sector experience is preferred. California professional certification or American Institute of Certified Planners (AICP) certification is preferred.

**Education:**

Graduation from an accredited four-year college or university, with major course work in planning, architecture, landscape architecture, environmental studies, or a directly related field.

**Substitution:**

Additional qualifying experience may be substituted for the college education on a year-for-year basis.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**