City of Boulder
Open Space and Mountain Parks

POSITION TITLE: Planner I/II (depending on qualifications)
Hiring range: $58,500 - $93,150
Closing Date: Midnight on February 15, 2021
Contact:
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Planning and Design Supervisor, Open Space and Mountain Parks
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Service Excellence for an Inspired Future

The City of Boulder is a great place to live, work, grow and play.

With over 300 miles of dedicated bikeways and more than 150 miles of hiking trails, Boulder values active lifestyles and access to nature. Forty-five thousand acres of land provide open space for parks and a green belt around the city. With world class restaurants and art and music venues, The City of Boulder values diverse culture.

Respect is one of our five City Values (including Customer Service, Collaboration, Integrity and Innovation) and we are committed to equity, diversity and inclusion. We celebrate and support our differences across all spectrums, including but not limited to ethnicity, gender, age, disability and sexuality. Through our focus on Racial Equity, our employee benefits, and the many programs resources we offer our staff, we continually strive to weave respect for one another into the fabric of our organization.

Add your voice and talents to the City of Boulder and help us grow in service excellence for an inspired future.

OVERVIEW OF ROLE:
The Planner I/II will provide leadership to advance the City of Boulder’s Charter purposes for open space to provide wise stewardship of the land and an excellent visitor experience. This position requires close collaboration with multiple work groups, other city departments, external partners, and the local community. This position assists in the development of planning and design priorities, workplan schedules, and project implementation. This position may supervise Planning and Design Specialists and Planning Interns. This position both leads and supports a variety of planning and design projects at multiple scales, including but not limited to system-wide and geographic planning; natural, agricultural, cultural and scenic resource planning; ecosystem planning; recreation activity planning; regional trail planning; site planning; and facility design and construction.

DUTIES AND RESPONSIBILITIES:
Duties listed are at the full performance level for a Planner II

1. In coordination with the OSMP Planning Services Supervisor, leads and manages the preparation and implementation of planning projects with staff from different disciplines using a variety of public processes to involve stakeholders, groups and community members.
   • Leads and manages planning and design projects.
• Brings innovative and solution-oriented input to help meet multiple department goals.
• Provides technical advice and expertise on environmental preservation, resource management, recreation topics, and facility design.
• Establishes and manages project scopes, budget and schedule through best practices for project management and contract management.
• Provides presentations and reports to the Planning and Design Services Supervisor, OSMP Director’s staff, Open Space Board of Trustees (OSBT), other city boards, City Council and the public on planning projects.
• Applies and updates site layout and facility design guidelines and standards for the department.
• Coordinates and develops conceptual design and design development drawings to deliver world-class facilities, including interpretive facilities and other amenities, and oversees construction for select projects.
• Responsible for knowing and complying with federal, state, and local government standards, legislation and other requirements for stewardship and recreation services on an ongoing basis.
• Keeps informed of new management practices and other related developments as well as all city and department policies; participates in professional trainings and development; and adheres to attendance and workplace attire policies.

2. Works with Planning Services Supervisor to implement projects across the planning services workgroup:
• Participates in and assists with annual work planning process to coordinate activities with other work groups and service areas in the department by tracking the implementation of plans.
• Coordinates workplan schedules, project implementation and staffing requirements on an annual and quarterly basis for complex planning projects.
• Supervises Planning Technicians and Planning Interns as needed.
• Develops, implements, and monitors budget for planning and design projects. May solicit external funding support for new projects and perform cost benefit analyses for new planning projects.
• Promotes a culture of teamwork through collaboration and communication, champions City Values.
• Develops and provides training, guidance and coaching to staff members.
• Reaches out to youth, underserved communities, and areas of the community that do not typically participate in planning process using an inclusive approach.

3. Delivers excellent customer service to the community through thoughtful planning.
• Presents complex information in clear and understandable ways to the City Council and OSBT and other city advisory boards, for use in policy and management decisions.
• Coordinates and prepares presentations, 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.
• Serves as liaison among the city and the key partner agencies, community groups, organizations and community members to facilitate their participation in planning initiatives.
• Remains aware of and is sensitive to community issues impacting land management and ensures that diverse perspectives are represented in planning.
• Develops and implements innovative engagement strategies, using both traditional and emerging methods, to ensure timely communication, meaningful dialogue and informed input into policy development and decision making.
• Communicates courteously and responsively with the public, volunteers, and co-workers, provides effective and efficient service to the public and co-workers and acts with a high level of integrity and takes responsibility for their words and actions.

4. Other:
• Seeks opportunities for professional development, attends and presents at conferences and other venues to advance the profession.
• Updates job knowledge continuously regarding job-related topics such as planning and design, natural resource management, open space services including sustainability and resiliency issues, ideas and methods as well as engagement tools and strategies
• Researches grant opportunities and apply for funding alternatives as needed.
• Maintains and promote city values in all conduct.
• Takes proper safety precautions to prevent accidents and injury to self and others including the following of all safety regulations, policies, procedures, and guidance.
• Promptly reports all accidents and damage to City property to supervisor.
• Acts in trust to protect City assets from damage or deterioration including equipment, materials and property.

KEY COMPETENCIES
As a member of the Open Space and Mountain Parks team, the successful candidate is expected to exhibit and use the following competencies:

• Action Orientation: Enjoys working hard; is action oriented and full of energy for challenges; not fearful of acting with minimum of planning; seizes more opportunities than others.
• Building Effective Teams: Blends people into teams when needed; creates strong morale and spirit in team; shares successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
• Command Skills – Skill at leading, encouraging tough debate but able to move on, taking on tough issues and challenges and working through them.
• Communication: Writes and presents clearly and succinctly in a variety of communications settings and styles; ensures messages are received with the desired effects. Including, skill in communicating with people outside the organization, representing the organization to customers, the public, other government agencies, and other external sources.
• Critical Thinking – Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
• Customer Focus: Dedicated to meeting the expectations and requirements of internal and external customers and acts with customers in mind; establishes and maintains effective relationships with customers and gains trust and respect.
• Dealing with Ambiguity: Is comfortable with change and uncertainty. Can be effective and make work appropriate decisions based on available data.
• Learning on the Fly: Learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; open to change; quickly grasps the essence and underlying structure of anything
• Perspective – Knows how to look toward the broadest possible view of an issue or challenge; can easily pose future scenarios and predict impacts to a range of stakeholders; has broad-
ranging interests.

- **Values and prioritizes Justice, Equity, Diversity, and Inclusion:** Works with and provides services to people of all races, colors, gender expressions, sexual orientations, abilities, religions, and cultures equitably. Is sensitive to the needs of different community groups and designs planning to be explicitly inclusive to all.
- **Project Management:** Understands the principles of project management; skill at implementing and guiding staff in implementing complex projects in field of discipline.

**QUALIFICATIONS FOR PLANNER I:**
- Knowledge of Environmental Planning, Landscape Architecture, Outdoor Recreation, Planning, Resource Management, or related field plus demonstrated professional experience in public land planning, outdoor recreation planning, resource management or any equivalent combination of education and/or experience.
- Knowledge of and experience with GIS and document preparation.
- Consistently demonstrated skills in at least one area of resource and recreation service delivery (e.g., natural resource management, recreation planning, facility design), and strong and consistently demonstrated analytical and organization skills.

**QUALIFICATIONS FOR PLANNER II:**
- Degree in Environmental Planning, Landscape Architecture, Outdoor Recreation, Planning, Resource Management, or related field plus a minimum of five years of planning experience in public land planning, outdoor recreation planning, resource management or any equivalent combination of education and/or experience.
- Prior supervisory or leadership experience.
- Demonstrated experience in a majority of the following functional areas: natural resource planning, cultural resources planning, scenic resource planning, agricultural resource planning, recreation planning, landscape architecture, facility design and construction.
- Experience working with consultants on complex projects.
- Grant writing and grant administration experience.
- Budgetary and work planning experience.
- Licensure in landscape architecture or AICP certification a plus.

**WORKING CONDITIONS AND REQUIREMENTS:**

*Work Environment:* Primarily works in a clean, comfortable office and/or home office environment (with supervisor approval) but may also work periodically in an outdoor environment year round. When working outdoors, uneven surfaces, wildlife, and rapidly changing weather conditions may be encountered. Requires ability and willingness to work occasional evenings and weekends, as needed and related to board(s) and community engagement.

*Machines and equipment used include, but are not limited to the following:* Frequently uses standard office equipment including personal computers and corresponding software necessary to communicate on the job, calculators, cell phones, and copy machines; vehicles including four-wheel drive vehicles; a range of field measurement equipment.

Requires acceptable background information including criminal conviction record. Valid Colorado
driver’s license and acceptable motor vehicle history.

**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.

The City of Boulder provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.