



MONTEREY PENINSULA REGIONAL PARK DISTRICT

Accepting Applications for the Position of: **PLANNING AND CONSERVATION SUPERVISOR**

SALARY:	\$8,411/month; \$100,932/year
EMPLOYMENT TYPE:	Full-time
DIVISION:	Planning and Conservation Supervisor
OPENING DATE:	November 19, 2021
CLOSING DATE:	Applications will be accepted until a sufficient number of qualified applications have been received or until the position has been filled. This recruitment may close at any time, without notice.

MONTEREY PENINSULA REGIONAL PARK DISTRICT

The Monterey Peninsula Regional Park District (MPRPD) is a public agency supported by local property taxes. Its purpose is to acquire scenic and unique open space lands for public use and enjoyment. MPRPD boundaries include the cities of Marina, Seaside, Sand City, Del Rey Oaks, Monterey, Pacific Grove, Carmel, and the unincorporated areas of the former Fort Ord, Pebble Beach, Carmel Valley, and Big Sur. MPRPD represents 130,000 residents and manages or helped to protect nearly 14,000 acres.

REPORTS TO

General Manager

JOB OVERVIEW

Key responsibilities and duties include, but are not limited to:

Land Conservation and Resource Management

- Protect MPRPD natural and cultural resources through on-site monitoring, regulation enforcement, and public outreach to educate patrons how they may be better stewards and users of MPRPD and other jurisdiction's natural landscapes, open spaces and preserves, and developed parklands, site improvements and facilities – especially as they pertain to the protection of listed flora and fauna and critical habitat.
- Manage complex planning, development, maintenance, restoration, monitoring, and resource management projects; serve as MPRPD's representative for projects assigned to the Planning and Conservation Management division.
- Develop, recommend, and implement modifications to MPRPD's open spaces, parklands, and facilities in alignment with MPRPD's strategic plan, planning and resource conservation goals and objectives, and policies, procedures, and priorities.
- Facilitate land-use planning processes, including site, facility, phenological, and demographic shift analysis trail use, and resource management, especially as these may be influenced by climate change.
- Planning, resource, and monitoring document and report preparation, and filing permit applications.
- Consult with regulatory agency and California's tribes to ensure compliance.

- Assist General Manager with the appraisal and negotiation processes related to the acquisition, dispossession, and leasing of parklands and open space.
- Oversight of the environmental review process and monitoring for all MPRPD capital improvement and habitat protection or restoration projects in accordance with the California Environmental Quality Act, California Department of Fish and Wildlife, United States Fish and Wildlife Service, and other regulatory organizations.
- Solicit, secure, coordinate, and administer professional service agreements with outside professional services organizations (e.g., appraisers, architects, landscape architects, engineers, planners, Geographic Information System (GIS) consultants, attorneys, etc.) to undertake and successfully complete complicated conservation, preservation, and restoration projects.
- Coordinate, plan, and develop new, and review and update MPRPD's extant land and natural and culture resource related programs, protocols, policies, and procedures.
- Develop and coordinate projects, as applicable, with cooperating organizations and parties through partnerships that have either been established by formal agreement or informal coalition-building and relationship management. Partners may include land trusts, nongovernmental groups, private parties, and other public agencies.
- Research, identify, and pursue potential grant opportunities, including preparation and submittal of grant applications, either utilizing in-house labor or through a consulting grant writer; administer the Planning and Conservation Division's respective grants from the inception of grant application through grant audit and close-out.
- Review and respond to proposals for general plans, zoning, development and capital improvements, redevelopment, and regional plans that will or may impact MPRPD's lands and planning areas; evaluation of environmental documents issued by private or other governmental or nongovernmental organizations, for projects that may be of interest or concern to MPRPD.
- As appropriate, review and respond to requests for information generated by private or other governmental and nongovernmental organizations.
- Serve as MPRPD's primary in-house GIS administrator.

Fiscal Planning and Budget Implementation

- Participate in the development and administration of various MPRPD program and Division budgets; forecast additional funds needed for staffing, capital improvement projects, equipment, materials, fixtures, and supplies; and, recommend adjustments, as necessary.
- Research, identify, and pursue potential grant opportunities that may enhance and/or expand MPRPD's programs, projects, facilities, real properties, or service delivery capabilities.

Public Relations

- Participate in a variety of standing and ad hoc committees, boards, and commissions; attend and participate in professional, coalition and community group meetings.
- Stay abreast of new trends and innovations in parks, open space, and cultural and natural resource conservation, preservation, and restoration disciplines and share this knowledge with the community, coalition partners and MPRPD staff.

- Represent MPRPD at public hearings and meetings by preparing and making presentations as needed; attend and participate at MPRPD’s Board of Directors meetings as applicable; respond to public and media inquiries.
- Develop and sustain coalition relationships with other regulatory agencies, jurisdictions, governmental and nongovernmental organizations, and private parties; help coordinate and integrate projects of mutual interest or regional significance.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to public requests regarding land-use planning, and cultural resource-related matters.

Administration

- Provide responsible, responsive assistance to MPRPD’s General Manager or designee(s), and other MPRPD personnel.
- Prepare and present staff reports and other necessary correspondence.
- Administer the Planning and Conservation Management division, including supervision of the division’s respective full-time, part-time, and volunteer staff, and administration over the division’s resources, equipment, fixtures, materials, vehicles, and supplies.
- Conduct a variety of studies and investigations.
- Participate as a member of MPRPD’s Division Lead team.
- Perform duties and responsibilities as assigned, including but without limit for assignments such as report preparation, computer applications, and training.
- Plan, coordinate, and administer special projects on behalf of MPRPD’s General Manager, including, but without limited to, master plans, CEQA and ADA compliance, Census redistricting; habitat management plans and habitat conservation plans.

Programs

- Manage MPRPD ‘s resource stewardship program including site-specific restoration projects, research studies, and GIS mapping/assessments.
- Facilitate inter and intra-agency and multi-agency collaborative partnerships to enhance regional resource conservation programs; integrate scientific and resource conservation efforts, and build and sustain goodwill with and between MPRPD’s staff, coalition partners and stakeholders.
- Collaborate with MPRPD’s Administration, Environmental Education and Community Outreach, and Operations and Maintenance divisions’ projects including site analysis, special and capital improvement projects, and educational and interpretive programs, projects, and events.

QUALIFICATIONS

The successful candidate will possess any combination of the education, training, and work experience that provides the required knowledge and abilities. Typical qualifying education and experience might include:

- Three years of increasingly responsible natural and/or cultural resources maintenance, development, or management; land use and/or resource planning; and conservation, preservation, and restoration experience, preferably in parks, natural areas, or open space.
- Equivalent of a Bachelor's degree from an accredited college or university with major course work in parks and recreation administration, urban or regional planning, natural resource management, environmental science, environmental planning, GIS, or a related field.
- Possession of, and the ability to maintain a valid Class C driver license.
- Possession of, or the ability to obtain a valid CPR certificate.

KNOWLEDGE OF

- Consultant and contractor agreement/contract document preparation, selection processes, and administration of consultants and contractors.
- Operational standards and protocols, services, and activities related to open space maintenance, management, and land use planning.
- Organizational and management practices, as applied to the analysis and evaluation of programs, policies, and operating needs.
- Complex program development and administration principles and practices.
- Principles, practices, and trends in parks, environmental and open space planning.
- Principles of project management, policy development, and public resource planning.
- Advanced principles and practices of budget preparation and administration.
- CEQA guidelines and practices, safe harbor protocols, and USFWS Section 10.
- Pertinent federal, state, and local laws, codes, and regulations regarding land use; monitoring, and real property acquisition, dispossession, and leasing practices.

ABILITY TO

- Provide administrative and professional leadership direction for MPRPD parkland, preserve, and resource conservation, preservation, and restoration planning.
- Respond to requests and inquiries from the public.
- Develop and deliver public and work team presentations.
- Assist General Manager or designee(s) with negotiations on sensitive land-use issues with real property owners, nongovernmental organizations, and governmental agencies.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions, and implement recommendations in support of MPRPD's goals.
- Research, analyze, evaluate, and implement, as appropriate, new service delivery methods, procedures, and techniques.
- Work weekends, holidays, evenings, work at home or remote locations, and in the outdoors, and ability to develop and sustain positive productive work-based coalitions without and outside of MPRPD.

BENEFITS

Medical, Dental, Vision, Life insurance benefits

Vacation, Sick, and Holiday leave benefits

APPLICATION PROCESS

A fully completed MPRPD employment application is required. A DMV driver license record printout is also required. Resumes submitted in lieu of an application, will NOT be accepted. **Incomplete application packets, or those received after any closing date will NOT be considered.**

Application process will include evaluation of initial screening of the MPRPD application and a virtual panel interview with selected candidates. A limited number of applicants who most clearly meet the needs of this seasonal position in terms of training, experience, education, and other job-related characteristics will be invited to participate in the interview process.

Final candidates will undergo background check, medical, and drug screening, as detailed in the application.

TO APPLY

The employment application can be downloaded at: <https://www.mprpd.org/employment-opportunities>. MPRPD offices are currently closed due to COVID-19, so paper documents will not be available or accepted.

Return completed applications to: Administrative Services Manager Shuran Parker, at jobs@mprpd.org

In accordance with Federal law, MPRPD will hire only individuals who are legally authorized to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility.

MPRPD IS AN EQUAL OPPORTUNITY EMPLOYER

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