COUNTY OF SONOMA (CA) 
INVITES APPLICATIONS FOR THE POSITION OF:

OSD Special Projects Planner - Extra Help

An Equal Opportunity Employer

SA SALARY

$36.10 - $43.89 Hourly

OPENING DATE: 04/19/17

CLOSING DATE: 05/08/17

THE POSITION

About the Agricultural Preservation and Open Space District

The Sonoma County Agricultural Preservation and Open Space District (OSD) permanently protects the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. The OSD is responsible for stewarding land, protected by conservation easements, as well as lands held in fee. To learn more about the Sonoma County Agricultural Preservation and Open Space District, visit: http://www.sonomaopenspace.org/

About the Position

The OSD is currently recruiting to fill a Temporary Extra-Help OSD Special Projects Planner position. The position is assigned to the Conservation Planning Program, but may be assigned to other program areas as needed.

As an OSD Special Projects Planner, you will:

- Perform complex planning research in both office and field settings
- Prepare and oversee planning studies, reports, plans, and projects relating to land conservation use, environmental protection, environmental compliance, and related topics
- Plan, conduct, and coordinate complex planning surveys
- Perform GIS analysis and mapping
- Align planning documents with applicable local ordinances and State and Federal statutes
- Assist the public in understanding adopted plans
- Act as planning liaison to appointed advisory groups and the community
- Deliver presentations at public meetings of the District Advisory Committee, the Fiscal Oversight Commission, and the Board of Directors
- Develop and oversee consultant contracts

The Ideal Candidate Will Possess:

- A passion for conserving land and natural resources for the benefit of future generations
Experience independently coordinating and leading complex public planning, GIS, and spatial analysis projects
- Knowledge of basic principles and practices of land conservation, real estate, and land use planning, regulations, and zoning
- Experience working with conservation easements as a land conservation tool.
- A demonstrated ability to exercise effective project leadership to further program goals, objectives, and strategic initiatives
- Experience with grant funding programs and/or contract management
- Strong interpersonal skills including the ability to exercise initiative, good judgment and tact
- Experience working with public agencies and non-profit organizations in land use planning and/or land and natural resource conservation
- An understanding of emerging public policy issues affecting land use and land preservation, including habitat protection, water resources and watershed management, and climate change

**Application submissions require the supplemental questionnaire to be completed.**

**EXTRA-HELP EMPLOYMENT**

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary, extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

The Civil Service title for this position is Planner III.

The employment agreement for this position is the Service Employees' International Union 1021 Memorandum of Understanding (bargaining unit #0005) located here: [http://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147516468](http://sonomacounty.ca.gov/WorkArea/DownloadAsset.aspx?id=2147516468)

**MINIMUM QUALIFICATIONS**

**Education:** Any combination of education and/or training that would provide an opportunity to acquire the knowledge and abilities listed. Normally, education equivalent to a Bachelor’s degree from an accredited college or university with major course work in urban, regional or environmental planning, solid waste planning, geography, architecture, landscape architecture, economics, environmental studies or closely related courses, would provide such opportunity.

**Experience:** Experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, three years of professional planning experience in city, county, or regional planning, or private planning agency would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special
endorsements, as required by the State of California, may be required depending upon
assignment to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the principles, methods, theories, practices, and techniques of
urban and regional land use planning, design review and resource management planning; urban
and rural development and conservation; research methodology, and of standard statistical
methods and procedures as they apply to the use of socio-economic and environmental data;
county government and of other governmental agencies which have a coordinative relationship
with County planning activities.

**Working knowledge of:** the principles, practices and techniques of drafting and graphic arts;
transportation planning; electronic information systems; mediation and conflict resolution
techniques.

**Ability to:** evaluate graphic design and site plans; plan, organize and carry through research
projects effectively; understand and develop current knowledge in special areas such as
environment, transportation, population growth and density; select proper methodology and
apply it to planning problems; present the results of research effectively in oral, written or
graphic form; read and interpret maps and legal property descriptions; learn to problem solve
and understand, interpret, and explain a wide variety of laws, ordinances, codes, rules and
regulations relating to land use issues; work effectively with and advise appointed citizens
advisory committees and groups and various official boards and to communicate orally and in
writing concerning specific planning studies, projects and programs; prepare clear and concise
written reports; reason logically and speak effectively; perform difficult, complex, and
specialized planning studies and projects with a great deal of independence; select proper
research methodology and apply it to planning problems; present the results of research
effectively in oral, written and graphic form; refine, rewrite, and combine work of lower level
planning staff; speak effectively before groups and audiences; establish and maintain effective
working relationships with county employees, other public agencies and the general public;
utilize electronic information systems and analyze and interpret such information.

**SELECTION PROCEDURE**

The selection procedure will consist of an application with supplemental questionnaire
evaluation and interviews. Applicants should list all employers and positions held within the last
ten years in the work history section of the application and be as thorough as possible when
responding to the supplemental questions. You may include history beyond ten years if related
to the position. Each application and supplemental questionnaire will be thoroughly evaluated
for satisfaction of minimum qualifications and relevance of educational coursework, training,
experience, and knowledge and abilities; which relate to the position. Candidates possessing
the most appropriate job-related qualifications will be invited to an interview.

**Application submissions require the supplemental questionnaire to be completed.**

**ADDITIONAL INFORMATION**
A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination will be required prior to employment.

**HOW TO APPLY**

Applications are accepted on-line at [http://yourpath2sonomacounty.org](http://yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications including the answers to the supplemental questions as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

**The District prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. More information can be found at:** [http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256](http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256)

**RECRUITMENT BY**

Sonoma County Agricultural Preservation and Open Space District, with assistance from the County of Sonoma Human Resources Department,
575 Administration Drive, #116B
Santa Rosa CA 95403
Phone: (707) 565-2331
Fax: (707) 565-3770

HR Analyst: TF
Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT: [http://www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org)
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #17/04-1203-EH
OSD SPECIAL PROJECTS PLANNER - EXTRA HELP
TF
OSD Special Projects Planner - Extra Help Supplemental Questionnaire

* 1. Please describe your experience leading or coordinating a significant community based planning effort. Specifically address the following aspects of the project:

- Planning and logistics for public meetings and community outreach
- Incorporating data and analysis from internal and external sources
- Developing plan content, including text, graphics and maps

* 2. Please describe your experience using data from various sources to develop goals, objectives, and strategies for a conservation organization. Specifically address your use of:

- Spatial Data
- Literature
- Information from technical experts, partners, and community meetings

* 3. Please describe a challenging interaction with a member of the public. Describe the situation, your response, and the resolution. Highlight in your response any lessons you learned from the experience, and how you would apply them to future situations

* Required Question