



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Planner I/II*

Planner I Annual Pay Range: \$81,630 - \$101,923

Planner II Annual Pay Range: \$93,735 - \$117,035

plus full benefits including CalPERS Pension

* Midpen determines hiring level depending on qualifications

Deadline to Apply: October 13, 2024

Do you have a passion for outdoor recreation, trails and open space? Do you enjoy working on a variety of planning projects that focus on balancing natural resource protection and public use of open space? Midpeninsula Regional Open Space District (Midpen) is seeking to fill open position(s) for Planner I/II who will provide support on and/or manage key planning and design projects for public access and outdoor recreation in Santa Clara and San Mateo Counties.

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

About the Position:

Ideal candidates are organized, creative, and energetic self-starters with excellent communication and project management skills, who enjoys working within a collaborative team dynamic. Top-level candidates will have at least one year of professional experience and should also be familiar with CEQA/environmental review and local, state, and federal land use laws and processes.

The Planner I-II communicates and collaborates closely with other departments to complete project requirements, work with local jurisdictional agencies to coordinate planning and permitting efforts; direct multidisciplinary teams of consultants; prepare and present clear and concise oral and written communications to senior staff, the Board of Directors and public; keep projects on schedule and on budget while remaining flexible to adjust priorities as needed; maintain well-organized and complete project documentation; and build trust with peers, community members, stakeholders, and Midpen leadership. The position is based upon the Planner I/II job description, focused on planning functions (see the Job Description page on Midpen's website for [Planner I/II](#)). The position receives direct supervision from a Planner III or Senior Planner.

The Planner II focuses on a wide variety of planning and capital improvement projects that increase public access and enjoyment of District lands. In addition to supporting senior staff, the Planner II is tasked with analyzing and developing recommendations for land use policies; preparing long-range preserve and site-specific plans to guide the use and management of District lands; participating in scoping, planning, preliminary design, and environmental review of capital improvement projects related to new trails, parking lots, or facilities; developing and soliciting consultant request for proposal for professional services; developing, administering, and monitoring consultant contracts; reviewing and

managing consultant work; conducting or overseeing studies to identify and evaluate environmental issues related to public access and natural and cultural resources; preparing requests for proposals; assisting in development and administration of grant applications; preparing and/or assisting in the preparation of environmental review documents; obtaining planning and environmental permits and initial approvals for Midpen projects; performing work in support of District programs; and reviewing external agency projects for impacts on Midpen lands. The position uses computer-based and/or other systems such as MS Projects, Sharepoint, GIS for management and analysis of data regarding Midpen lands, facilities, natural resources and activities.

Planner II Annual Pay Range: \$93,735-\$117,035

The Planner I supports with planning and project management as described in the tasks above. Assigned tasks may be more limited in scope to Planner II and may serve to support larger scale projects managed by more senior-level staff.

Planner I Annual Pay Range: \$81,630 - \$101,923

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment
- You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This position is part of the Planning Department at Midpen's offices in Los Altos, California. In addition to working in the office, the Planner I/II will often work in the field and hike through steep terrain and wildland areas. Fieldwork will require driving in remote areas on dirt roads, working in temperatures ranging from cold and blustery to hot and dry, exposure to site conditions that include ticks, poisonous oak, and wildlife. Ideal candidates will be comfortable working in these types of field conditions, as well as in an office environment. There may be occasional attendance at public meetings in the evenings or weekends.

Education and Experience: Any combination of training and years of work experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, environmental sciences, or a closely related field, and

- Planner II: two (2) years of increasing responsible experience in urban or open space planning, preferably on projects related to those found at Midpen.
- Planner I: one (1) year of responsible architectural, landscape, urban or open space planning experience including computer graphics or design; experience with design, research and basic reports is highly desirable.

Licenses & Certifications Required: Possession of a valid California Driver's License.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on Midpen's website for details.

How to Apply: Apply online at [CalOpps.org](https://calops.org). Deadline to apply is October 13, 2024.

The following application items are required:

1. Fully completed CalOpps employment application*
2. Cover letter
3. Resume
4. Supplemental question responses

*Incomplete applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

Recruitment Schedule: *(dates subject to change)*

First Interview (virtual): October 24, 2024

Written Exercise (virtual): October 31, 2024

Second Interview (in person): November 5, 2024

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation
by contacting the Human Resources department at 650-691-1200

Put your passion for Open Space to work!