



## PLANNER ANALYST

FLSA Status: Exempt

Bargaining Unit: Teamsters

Adopted: March 2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### GENERAL DEFINITION

Under general supervision, performs highly responsible work assisting the Director of Operations with the development and coordination of priority capital improvement projects, intergovernmental relations, budget preparation, preparation, revision and maintenance of operational plans, and other duties as assigned. Incumbents work with considerable discretion and independent judgment, advising staff and making recommendations, and may exercise technical and functional supervision over assigned staff.

### ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Analyzes, develops and undertakes day-to-day coordination of capital improvement projects.
- Prepares and administers grant and loan applications.
- Prepares requests for proposals for consultant and contractor services and evaluates proposals and bid documents.
- Serves as liaison with other government agencies, private sector project participants, and citizens' groups regarding project coordination and other matters as directed by the Director of Operations.
- Drafts and administers contracts, leases, permits and licenses, bid documents and other public notifications.
- Researches regulatory requirements, prepares regulatory, construction and other permit applications, and ensures compliance with directives from various agencies.
- Prepares and maintains District operational plans, as-built drawings of current facilities and project records and files, including Computer Aided Drafting & Design (CAD/D) files for District properties.
- Specifies and orders equipment and materials; conducts procurement processes.
- Implements the District's Safety Plan; researches safety regulations and safe work practices; oversees safety training for marina staff.
- Maintains operational plans such as the Emergency Plan, Storm Water Pollution Prevention Plan (SWPPP), and Hazardous Materials Management Plan (HMMP).
- Prepares reports, memoranda and other documents; makes presentations on specific assigned projects.

- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and techniques of capital improvement project planning, construction management, inspection and oversight.
- Financing, estimating and budgeting of capital improvement projects, including planning and estimating, and calculating overhead, design and construction costs.
- Local, state and federal laws pertaining to land use, zoning, permitting, design and construction, project bidding and contracts.
- Sources and availability of information.
- Principles of program and budget development, work planning and organization.
- Principles and practices of safety and occupational health in office and marine environments.
- Principles and practices of record keeping.
- Office methods, procedures, software and equipment.

### **Ability to:**

- Schedule and budget complex capital projects; develop and enforce scopes of work; monitor, review and revise job orders, schedules and budgets; monitor and track project progress and expenditures and implement cost controls.
- Assist with the negotiation and resolution of contract disputes.
- Communicate effectively, orally and in writing; prepare written and oral presentations.
- Prepare and disseminate information concerning harbor operations, land use and development.
- Operate a computer using word processing, business and project management software and other office equipment.
- Organize complex tasks, meet deadlines and function effectively under pressure.
- Research, analyze, interpret and communicate complex and confidential issues.
- Establish, maintain and promote effective working relationships with employees, other agencies and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.

## **MINIMUM QUALIFICATIONS**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education:**

When a college degree and/or college course credits are required, the degree and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

A Bachelor's degree in public administration, planning, civil engineering, architecture, marine studies, business administration or a related field.

**Experience:**

A minimum of three years' experience in one or more of the following areas: project management, coastal resources protection and project development, capital improvement planning and budgeting, real estate development, urban and/or transportation planning, public administration, business administration, plant and facilities management.

**LICENSES AND/OR CERTIFICATES**

Possession of or ability to obtain and maintain a valid Class C California driver's license at time of employment.

**PHYSICAL DEMANDS:**

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for long periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on a computer keyboard.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time.
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

**WORKING ENVIRONMENT:**

Work is performed indoors and outdoors. Work indoors is in a carpeted and air-conditioned office environment with natural or fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meeting. The performance of outdoor work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals and work on slippery surfaces.