



Marin Wildfire Prevention Authority (MWPA)
Position Description drafted November 24, 2020
Updated on December 7, 2020
Approved by: MWPA Board of Directors
Date of Approval: 12/17/2020

PLANNING & PROGRAM MANAGER - OPERATIONS

SUMMARY DESCRIPTION

Under the Executive Officer's direction, the individual in this position plans and manages the Authority's operational and environmental services programs; oversees the preparation of and review of environmental documents; coordinates environmental planning and regulation compliance activities with the Authority's jurisdictions, consultants, contract service providers and other city, district, regional, and state agencies; coordinates environmental review functions, including monitoring California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) compliance and assists with other environmental, planning and land management activities; and performs other duties as assigned.

POSITION CHARACTERISTICS

The individual in this position is responsible for most or a majority of the following functions:

- Evaluates and recommends operational/environmental planning and policy options for the Executive Officer and/or the Board of Directors.



- Serves as the Authority's in-house program manager for vegetation management/hazard mitigation/environmental operating programs and oversees consultants providing specialized environmental and compliance services;
- Coordinates and directs consultants and contractors with the design and implementation of restoration, monitoring, habitat/vegetation assessment and hazard mitigation projects and programs in accordance with the Authority's approved environmental review reports;
- Exercises discretion and independent judgment to determine and implement appropriate regulatory compliance activities, and to set priorities and coordinate the Authority's mandates, goals and objectives; and
- Has the ability to be flexible and adaptable to the needs of the JPA.

ILLUSTRATIVE EXAMPLES OF DUTIES

The following types of duties are representative of the types of assignments and functions that may be assigned to the individual in this position.

- Oversees and manages preparation of scope of work for operational contracts, solicits proposals, recommends selection, and reviews the work of consultants and contractors preparing project and environmental documents, permits and special studies for Authority programs;
- Manages, oversees and conducts meetings of operational, professional and technical staff and consultants/contractors to resolve issues or to consider changes in plans, programs, policies and procedures;
- Monitors relevant and current legislation, regulations and permit requirements, and revises and recommends Authority procedures and policies for legal and environmental compliance;



- Prepares budget requests, reports, correspondence and supporting justification materials, monitoring projects for schedule and budget compliance, and recommends and justifies budget and schedule adjustments as required;
- Participates with the Executive Officer, Operations Committee and relevant ad hoc committees in Authority project design, location, selection and development;
- Prepares and/or reviews resolutions and agenda materials for operational documents or reports for Authority projects, and presents the materials to the Executive Officer and/or the Board of Directors;
- Oversees the preparation of and reviews of required operational and technical studies and reports to meet the Authority and regulatory agency requirements;
- May conduct field inspections at approved project sites to ensure mitigation compliance;
- Oversees the preparation of and directs the completion of related documents and required environmental reports for Authority and/or jurisdictional projects, including Notices of Exemption, Environmental Impact Reports, Negative Declarations, Environmental Assessments, Biological Assessments, Categorical Exemptions and Initial Studies;
- Reviews project plans and documents from other jurisdictional lead agencies and coordinates responses and/or comments as needed;
- Interprets and applies hazard mitigation and safety rules and regulations to project and work assignments.
- May serve on task forces, ad hoc and standing committees as the Executive Officer's representative or backup; and
- May represent and/or serve as backup to the Executive Officer and the Authority on task forces, ad hoc and standing committees, and at other organization meetings or at public gatherings.



MINIMUM QUALIFICATIONS, KNOWLEDGE AND ABILITIES

The individual in this position will have a combination of education and experience that reflects the knowledge, skills and abilities to perform the duties and functions illustrated above and described below. Typical equivalencies include:

- Graduation from a four (4) year college or university with major course work in public management, engineering, environmental and/or climate studies, physical and biological sciences, or a related field, or experience deemed relevant may be substituted for formal education; and
- Five (5) or more years of planning and management, and an understanding of environmental analysis with complex public works and hazard mitigation projects/programs in California, involving oversight of preparation of environmental reports, documents, and two (2) years or more of managerial experience; and

KNOWLEDGE OF:

- Principles, methods and techniques of public project and program management, environmental planning, federal, state and local laws and legislation, regulations, ordinances, current programs and court decisions pertaining to environmental permits, impact analysis, species and habitat protection and hazard mitigation;
- Procedures, guidelines and processes for environmental impact reporting, including research and assessment methodologies;
- Understanding of project management and environmental considerations in the design, location, construction and maintenance of wildfire prevention, vegetation management, hazard mitigation and other public projects;



- Relationship building and communications techniques used in coordinating work efforts with federal, state and local agencies, and citizens and public interest groups monitoring the Authority's environmental and programmatic matters; and
- Appropriate communication and presentation techniques, and use of information technology and applications.

ABILITY TO:

- Determine work priorities and effective staff and program coordination and scheduling;
- Assemble, organize and present verbal and written information in compelling ways, and identify and justify alternatives, options and solutions regarding the use of specific resources to achieve the Authority's stated outcomes;
- Oversee the completion of complex and specialized studies and projects, then interpret data leading to the completion of projects and required environmental assessments;
- Clearly and respectfully convey the Authority's strategies and activities to interested agencies and persons;
- Work independently and make well considered decisions and recommendations;
- Conduct field work and travel as needed; and
- Establish and maintain cordial and effective working relationships with staff colleagues, regulatory agencies, consultants and contractors, elected officials and members of the public.

ESTIMATED RANGE OF COMPENSATION AND BENEFITS

Full Time Compensation: \$95,000 - \$130,000 Annual

Benefits in Accordance with Authority Policies

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Revised by Jean Bonander, Consultant



November 24, 2020