

## City of Fort Collins Classification Description

**Title:** Senior Environmental Planner  
**Department:** Natural Areas  
**FLSA Status:** Exempt

### **SUMMARY**

The mission of the Natural Areas Department is to conserve and enhance lands with natural resource, agriculture and scenic values, while providing meaningful education and appropriate recreation opportunities.

The successful applicant will play a key role in the formation and leadership of a human dimensions focal area within the Natural Areas Department. This senior level position will bring expert guidance and technical support in human dimensions to an existing natural resource conservation planning team. Success in this position will require strong collaboration skills and the ability to build and maintain effective relationships with community members, organizations and agencies from varied backgrounds and perspectives. The ideal candidate will have a proven background in natural resource conservation and recreation planning. Experience with human dimension challenges and opportunities is necessary, as well as excellent communication and writing skills. The candidate will have the ability to clearly analyze and describe the relationship between recreation use and natural resource impacts. Audiences for communication, engagement, and relationship-building will include members of the public, recreation advocacy groups, environmental advocacy groups, citizen advisory boards and City Council. This position will represent Natural Areas in regional and local planning efforts related to trails and recreation planning. This position is suited for a natural resource professional with a talent for innovative and creative solutions, an interest in leading a “start-up” program in human dimensions, bringing new insight and talents to a highly successful natural area program and embracing the challenge, risk and reward that a new program area brings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive.

- Serves as the Natural Areas lead in collecting, analyzing, and planning for human dimensions information for incorporation into natural area management plans and decisions. Participates and leads in the preparation of natural resource and recreation plans and policies
- Participates in regional and local planning efforts
- Leads or participates in the drafting and development of management plans, policy statements and other planning documents to guide the activities of Natural Areas staff

- Collaborates extensively with community members and groups, consultants and public agencies
- Develops and manages complex, interdisciplinary projects city-wide
- Engages a diverse public in planning processes and community conversations
- Performs grant solicitation and management
- Makes presentations to and answers questions from the public, citizen advisory boards and City Council
- Comments and advises on natural resource issues to other City departments, citizens, citizen advisory boards and commissions, and City Council
- Evaluates natural areas and prepares plans for future infrastructure and management
- Responsible for preparing and managing portions of the department's budget
- Serves on task forces and as team leader on interdepartmental and interagency teams related to natural resource conservation management and recreation planning

### **SUPERVISORY RESPONSIBILITIES**

This position will be responsible for the supervision of City employee(s).

This position will perform supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills
- Demonstrated ability to apply best practices around diversity, equity, and inclusion to meaningfully engage the public
- Strong collaboration skills including the ability to identify and build key partnerships
- Ability to develop and maintain positive working relationships with multiple interest groups, public agencies, and individuals with varied backgrounds and perspectives
- Knowledge of social science research as it pertains to human dimensions in natural resource management
- Ability to provide expert guidance and technical support to the City organization with respect to human dimension elements of conservation management
- Knowledge of current human dimensions research approaches and application
- Professional experience with human dimensions challenges for urbanizing cities similar to Fort Collins
- Ability to work independently to find creative solutions to problems
- Ability to participate in, contribute to or lead long-term interagency programs and projects
- Knowledge of local, regional and national natural resource issues

- Ability to develop proposals and bid specifications
- Ability to review engineering designs and manage infrastructure projects

### **EDUCATION AND EXPERIENCE**

A minimum of a Bachelor's degree in Human Dimensions, Ecology, Planning (Recreation and/or Environmental), Sociology, Natural Resources Management, Wildlife Management, Botany, or related field from an accredited college or university and at least five to seven years related experience. Master's Degree preferred.

### **REASONING ABILITY**

Ability to define and solve complex problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, oral, written or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, stand and walk. The employee is frequently required to hike over rough terrain. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and may hike or ride a mountain bike in rugged terrain. Otherwise, the employee works in a normal office environment where the noise level is usually quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.