



COSCA Manager

Purpose of the role:

Under general direction, plans, organizes, and supervises COSCA program activities and operations involved in the planning and management of the public open space system in the City of Thousand Oaks; supervises and coordinates the work of assigned staff; coordinates assigned activities with other divisions and outside agencies; and performs related duties as assigned.

Distinguishing Characteristics:

The COSCA Manager assumes responsibility for planning, organizing, and supervising various programs, services, and operations related to planning and managing the open space system. Incumbents in this class report directly to a Planning Division Manager and supervise the work of subordinate staff. Assignments are varied and carried out with considerable judgment and independence. The key result of this position is an open space system that is planned and managed to provide for resource protection and visitor use in a manner that is consistent with the adopted policies of the City of Thousand Oaks and the Conejo Open Space Conservation Agency.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates COSCA program activities and operations within the Community Development Department; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Analyzes open space policy issues; develops and provides recommendations to senior management and the COSCA Board of Directors including on proposed uses and activities in public open spaces and new volunteer programs.
- Reviews development applications for new subdivisions, custom single family residences, and wireless communications facilities; writes conditions of approval to protect and enhance the open space and trail system; monitors construction to ensure compliance with COSCA conditions of approval for new development; resolves problems during implementation process.
- Coordinates real property transactions involving open space; evaluates and recommends potential open space and trail easement

purchases; coordinates open space donations; drafts easements, including trail, landscape, and brush clearances, and grant deeds for open space purposes; transfers open space property to COSCA from the City and Park District.

- Coordinates natural resource management efforts including post-wildfire remediation, preparation of open space management plans, exotic species removal, and endangered species protection.
- Plans and coordinates construction of new trails in accordance with the Trail Master Plan; coordinates planning for open space improvements as necessary including new trailheads.
- Presents information to elected and appointed representatives, public officials, and the public including at meetings of the COSCA Board of Directors, Planning Commission, and City Council; provides information to the public and community groups regarding COSCA and open space issues; develops new information sources; oversees the development and maintenance of COSCA's web page.
- Administers lease for equestrian center; prepares environmental document for lease extensions; conducts facility inspections; resolves lease-related issue; manages the preparation of plans and construction documents for new center.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Evaluates, selects, and manages consultants for planning, environmental and design projects including wireless communications facility issues, viewshed renderings, surveying, archaeological research, tree planting, and landscape architecture.
- Oversees the Volunteer Program; coordinates the selection of volunteers for Conejo Open Space Trails Advisory Committee; reviews new volunteer programs; represents COSCA at meetings of the Trails Advisory Committee.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations.
- Identifies opportunities for improving service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment through selection, training, and day-to-day management practices that supports achieving the department's and the City's mission, objectives and values.

- Participates in the development of the assigned program budget; manages on-going operations, maintenance and capital improvement budgets related to COSCA; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budgetary adjustments as necessary.
- Prepares grant applications for open space restoration, trail construction, and open space purchases.
- Provides staff assistance to the assigned Planning Division Manager and the Community Development Director; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Maintains current knowledge of new trends and innovations in the field of open space planning and management; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends assigned programs and activities; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operational characteristics, services, and activities of an open space planning and management program.
- Principles and practices of open space planning and management including natural resource management, ecology, landscape architecture, trail planning, and recreation planning.
- Principles and practices of environmental planning including environmental impact analysis, hydrology, aerial photo and map interpretation, and endangered species protection.
- Principles and practices of urban planning including the development process and plan review and analysis.
- Real estate principles and practices.
- Organization and function of the Planning Commission and City Council.
- Principles and practices of budget preparation and control and grant preparation and administration.
- Principles and practices of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Supervise, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals,

objectives, and procedures.

- Plan, organize, direct, coordinate, and evaluate COSCA programs and projects.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Perform a full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform and coordinate technical activities including the collection, evaluation, analysis, and interpretation of varied information and data pertaining to complex issues.
- Develop recommendations for problematic areas and implement and monitor changes.
- Prepare clear and concise technical, administrative, and financial reports, documents, and correspondence.
- Accurately interpret aerial photographs, grading plans, tract maps, assessor parcel maps, and related documents and materials.
- Understand, properly interpret, apply, ensure compliance with, and make recommendations in accordance with pertinent federal, state, and local laws, regulations, policies and procedures.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Identify and respond to community and organizational issues, concerns, and needs.
- Coordinate multiple projects and meet critical deadlines.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Participate in the preparation and administration of budgets.
- Exercise sound independent judgment within established guidelines.
- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

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/Training:

A Bachelor's degree from an accredited college or university with major course work in environmental planning or a closely related field.

**Education and
Experience
Guidelines:**

Experience:

Six years of increasingly responsible environmental planning experience including one year of administrative and/or lead supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting with some exposure to outdoor weather conditions, slippery/uneven surfaces, and possible exposure to poisonous animals/insects.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: