

COSCA Administrator

Purpose of the role:

Under administrative direction, plans, organizes, and manages Conejo Open Space Conservation Agency (COSCA) program activities and operations including the planning and management of the public open space system; supervises and manages the work of assigned staff; coordinates assigned activities with other divisions/departments, stakeholders and outside agencies; and performs related duties as assigned.

Distinguishing Characteristics:

The COSCA Administrator is responsible for policy development, program planning, fiscal management, and administrative and operational direction of assigned functions related to managing the open space system. The incumbent provides highly responsible and complex managerial support, reports to the Deputy Community Development Director and supervises 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, Conejo Recreation and Park District and COSCA.

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:

- Receiving policy direction from the COSCA board and operational guidance from senior City and CRPD management, plans, manages, supervises, and evaluates COSCA program activities and operations; develops, implements, and monitors work plans to achieve goals and objectives; manages and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Develops and implements operational activities in support of the COSCA Strategic Plan, including, but not limited to acquisition, conservation and stewardship, and management of open space.
- Promotes City, CRPD and COSCA practices which are innovative, efficient and financially and environmentally sustainable.
- Meets regularly and works closely with City and CRPD staff and senior City and CRPD management to promote and achieve the stated mission, vision, goals, and objectives of COSCA Program.

- Develops, implements, and monitors work plans to achieve goals and objectives; develops and monitors meaningful performance measures associated with COSCA operations.
- Manages 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, but not limited to: proposed uses and activities in public open spaces; site acquisition; utilization and deployment of staff; and volunteer programs.
- May review development applications for new subdivisions, custom single-family residences, and wireless communications facilities; may write conditions of approval to protect and enhance the open space and trail system; may monitor construction to ensure compliance with COSCA conditions of approval for new development and resolve problems during implementation process.
- Develops and implements programs which include outreach and administration of open space donation and purchase programs.
- 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 sensitive 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.
- May administer lease for equestrian center, prepare environmental document for lease extensions; conduct facility inspections; resolve lease-related issues; as needed, manage the preparation of plans and constructions documents for enhancements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to

correct deficiencies; implements discipline and termination procedures.

- Promotes safe work practices for City and CRPD employees assigned to COSCA and insures compliance with established risk management practices.
- Evaluates, selects, and manages consultants for planning, environmental and design projects including, but not limited to wireless communications facility issues, surveying, archaeological research, tree planting, and landscape architecture.
- Administers the Volunteer Program; coordinates the selection of volunteers for Conejo Open Space Trails Advisory Committee; reviews new volunteer programs and makes improvements to existing programs; represents COSCA at meetings of the Conejo Open Space Trails Action Committee.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development objectives; 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.
- 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 City and COSCA's mission, objectives and values.
- Develops 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, open space purchases, and other programs/activities in support of COSCA.
- Provides staff assistance to the Deputy Community Development Director; participates on a variety of committees; prepares and presents staff reports and other correspondence to the COSCA Board of Directors, City Council and CRPD Board of Directors as appropriate and necessary.
- Maintains current knowledge of new trends and innovations in the field of open space planning and management; monitors and prepares appropriate responses regarding legislation affecting

open space planning and management; attends and participates in professional group meetings; participates in professional development activities; and 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 sensitive species protection.
- Principles and practices of urban planning including the development process and plan review and analysis.
- Real estate principles and practices.
- Principles and practices of budget preparation and control; resource deployment and management, grant preparation and administration; and local government revenue measures.
- Principles and practices of supervision, training, and performance evaluation.
- Social media and effective community engagement and outreach strategies.
- 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, CRPD, COSCA, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Identify and respond to community and organizational issues, concerns, and needs.
- Effectively coordinate operations and multiple projects associated with COSCA 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 various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Represent COSCA 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. A Master's Degree in environmental planning, resource management, public administration or a related area is preferred.

**Education and
Experience
Guidelines:**

Experience:

Six years of increasingly responsible environmental planning experience including one year of administrative and/or lead supervisory responsibility. Experience working in a Joint Powers Authority environment is highly desirable.

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 and insects. Work may include travel from site to site; exposure to inclement weather, including heat, wet and humid conditions.

*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: 12/18/18

Date Revised: