



Job Title: Planning Specialist

BASIC FUNCTIONS

This position develops comprehensive plans, projects and programs for Ramsey/Washington Recycling & Energy (R&E) in both Joint Activities program areas and the Recycling & Energy Center (R&E Center). This position manages projects from planning through completion; develops recommendations on policies, procedures, or services in response to specific issues; evaluates R&E services, programs and resources to develop recommendations for improvement to outcomes; makes budget recommendations; and performs related duties as assigned.

EXAMPLES OF WORK PERFORMED

1. Promote a diverse, culturally competent, and respectful workplace.
2. Conduct studies, needs assessments and special projects to determine the need for and type of changes required in services in response to changes in the environment and make recommendations for departmental implementation.
3. Coordinate joint county activities related to policy development and legislation, including administering any R&E Board contracts for intergovernmental relations.
4. Analyze trends, research data, change in laws rules and regulations to determine impact on the R&E Board and make recommendations for response.
5. Participate with other staff in developing and implementing long- and short-range plans to address changing service needs, changes in legislation and to respond to specific problem areas.
6. Prepare plans, charts, reports, and other documents for use by other persons or groups affected by or involved in planning functions.
7. Develop project planning and implementation documents using tools within the project management discipline, such as statements of work, project charters, Gantt charts, work breakdown structures, RACI/RASIC charts, etc., including using project management software and online collaboration applications to facilitate collaboration, task delegation and project tracking.
8. Develop recommendations to integrate and coordinate R&E Board efforts with Ramsey and Washington counties to improve the response to the needs of the R&E Board.
9. Identify targeted funding strategies to raise resources to help meet the needs of R&E Board and R&E Center projects.
10. Analyze evaluation data on services provided or purchased by the R&E Board for compliance with goals and objectives and recommend action where necessary.
11. Represent the R&E Board at community and government meetings to explain R&E Board policies, programs and services as they relate to specific projects and participate in problem-solving meetings.

12. Prepare legislative proposals in response to the needs identified for the R&E Board and Ramsey and Washington counties.
13. For specific projects:
 - a. Manage and coordinate projects for the R&E Center, including addition of, remodeling and/or repair of new equipment, and development/updating of standard operating procedures, incident plans and other documents.
 - b. Facilitate, on an ongoing basis, the work of a planning team of professionals to review project status, identify problems and service needs related to projects, and establish an appropriate course of action.
 - c. Prepare project budgets, cost estimates and resource planning recommendations.
 - d. Prepare Request for Proposals for professional services related to preparation of plans and specifications and provide specialized project administration.
 - e. Provide technical services and administer consultant contracts for project development

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

None, but may on occasion direct the work of others in activities relating to the planning function or the management of projects.

WORK ENVIRONMENT:

Standard office setting. Includes occasional automobile travel between relevant work sites in Ramsey County, Washington County and R&E Center with exposure to seasonal weather. Periodic access to the production facilities at the R&E Center. Lighting, temperature and noise level are typical for an industrial production facility and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work will involve using and viewing a computer screen several hours per day and frequent use of other office equipment.

INTERNAL/EXTERNAL RELATIONSHIPS:

Regular contact with R&E Management Team and Joint Leadership Team to answer questions, provide information on status of activities, obtain direction, and confer on decision making. Daily to weekly contact with R&E staff, County staff and R&E vendors/consultants to plan and coordinate work, strategize on issues, obtain and provide information, develop approaches to issues and conduct facilitation and evaluation. Potential infrequent contact with external stakeholders (community, R&E partners, proposers, etc.), depending on project need, to obtain and provide information and conduct engagement work.

IMPACT OF SERVICES/OPERATIONS:

Duties impact the development and participation in implementing plans and projects for services to Ramsey and Washington county populations, and/or improvements to waste prevention, recycling and solid waste management-related services. Proper performance results in accurate identification of service or improvement needs, and development of effective plans to respond to those needs (to include recommendations for the use of the department's, county and non-county purchase-of-service appropriation, if applicable). Improper performance would result in failure to produce effective plans for the provision of services to county residents; and may result in inability to secure appropriate funds, including government grants, or in the withholding of revenues if funding requirements are not met.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of and skills in project management and use of project management tools.
- Knowledge of the basic principles and concepts of planning, budget development and analysis.
- Knowledge of government organization and procedures at the federal, state and local levels.
- Knowledge of the overall mission, organization, policies and procedures, responsibilities and authorities of the R&E Board, as well as its statutory mandates and judicial constraints.
- Knowledge of the concepts and practices relevant to the R&E Board.
- Ability to interpret R&E policies and procedures to vendors and stakeholders.
- Knowledge of human development and behavior, group dynamics and group process.
- Knowledge of basic analytic techniques, including statistics and organizational theory.
- Ability to understand and carry out complex oral and written directions.
- Ability to function in fluid, ambiguous situations.
- Ability to work within cross-jurisdictional and/or interdepartmental teams to manage and complete complicated work projects.
- Ability to work independently in the absence of supervisor's instructions.
- Skill in written and oral communication.
- Ability to understand and use, analyze and synthesize research, evaluation and statistical information.
- Ability to quickly comprehend and assimilate large volumes of new materials, set priorities and develop and present pertinent information in clear and concise terms.
- Ability to handle problems of a special or confidential nature.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Business Administration, Public Administration, Public Health, Sociology, Environmental Science, Environmental Health, Natural Sciences, Political Science or a closely related field.

Experience: Six years of experience in project management, public sector planning, public sector service delivery, contract management or a closely related field. Preference given for relative experience in solid waste management and environmental fields.

Substitutions: Post-high school education and four additional years of relevant work experience can substitute for a bachelor's degree. A Master's Degree in Business Administration, Public Administration, Public Policy, Public Health, Sociology, Environmental Science, Environmental Health, Natural Sciences or Political Science may substitute for two years of the required experience.