

JOB DESCRIPTION

Benchmark Job #203

Ministry: Environment, Lands and Parks
Branch: HQ Planning and Conservation
Location: Victoria

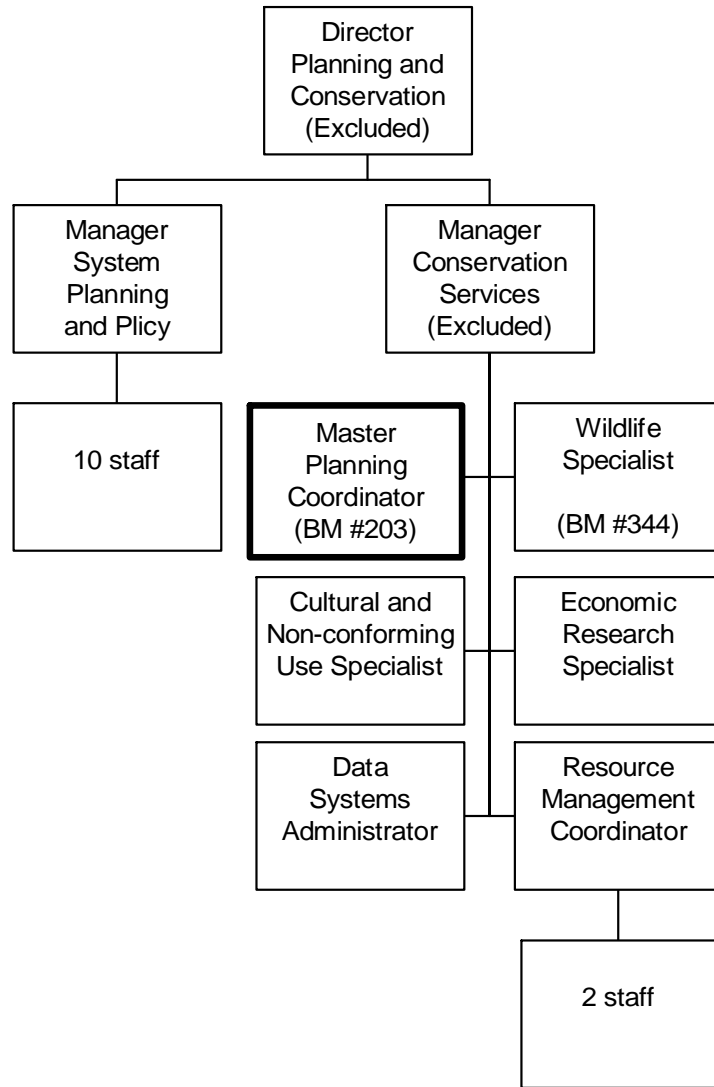
Working Title: **Master Planning Coordinator**
Level: Range 30
Classification: Planning Officer

PRIMARY FUNCTION

To plan and coordinate the BC Parks management planning program, formulate policies and guidelines for management plans and coordinate and maintain the BC Parks outdoor recreation inventory process.

JOB DUTIES AND TASKS

1. Coordinates the BC Parks management planning program
 - a. plans, develops, recommends and interprets for BC Parks senior management and Ministry staff the policies required to prepare and develop park, recreation area and ecological reserve management plans
 - b. reviews and evaluates provincial park recreation and conservation programs
 - c. determines, defines and interprets methods, content and procedures for the development, review and approval of provincial park and ecological reserve management planning studies and makes recommendations to senior management for implementation by Ministry staff
 - d. provides direction and advice to regional and district staff on project terms of reference and the production of planning studies
 - e. coordinates province-wide park and ecological reserve management planning activities and recommends to senior management the overall priorities for the program
 - f. evaluates and recommends approval of individual park and ecological reserve plans before sign-off by the Minister or ADM
 - g. defines standards for planning procedures and products and ensures that consistent standards are achieved by Parks Planners
 - h. develops, maintains and interprets the BC Parks master plans manual
 - i. conducts special master planning projects to assist field programs
2. Coordinates the recreational land inventory process for parks and recreation areas
 - a. conducts training and provides advice to regional staff conducting inventories and reviews studies to ensure compliance with provincial standards
 - b. recommends provincial priorities for land inventory
 - c. coordinates, assigns and reviews work of project staff
 - d. monitors and evaluates contractors' work
 - e. monitors other agencies' recreation inventories to avoid duplication
3. Participates in workshops, conferences and various public information activities
 - a. prepares technical papers for public release
 - b. conducts public lectures and presentations
 - c. represents BC Parks planning at meetings and conferences where controversy may arise
4. Perform other related duties
 - a. prepares and presents training sessions on management planning and public participation to divisional staff
 - b. organizes, controls and updates files for master park plans, photographs and maps and maintains computer backup or off-site hard copy storage of materials
 - c. provides cost data for budget development for master plan printing (\$25,000 per year) and planning projects
 - d. arranges for vehicle, boat and aircraft rentals for reconnaissance purposes
 - e. participates in field trips to develop parks plans
 - f. requisitions photographic supplies



REASON FOR CLASSIFICATION

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Job Title: Master Planning Coordinator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant parks management planning program to provide authoritative advice on the parks, recreational areas and ecological reserves, and plan and coordinate province-wide development of parks management plans.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to evaluate effectiveness of parks management planning activities and develop improved planning standards, plan, develop and interpret policies, and recommend overall priorities to senior management.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILLS Persuasion is required to use basic negotiation skills to represent the Ministry in controversial discussions with public, special interest groups.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicles on field trips.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry policies and standards, provide significant policy advice to all regions and headquarters staff and define provincial parks management planning standards.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for budget development (printing and planning project costs).</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes which ensure the quality of recreation land inventory information against provincial standards.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to coordinate, assign and review work of project staff (6 to 10 FTEs).	CE	15
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to coordinate the compilation of the provincial Master Parks Management Plan to guide development of recreational and conservation activities for the well-being of the public.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read research material, microfiche, view airphotos and compile reports.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screens or printed material.	C	12
12	SURROUNDINGS Exposure to regular overnight travel to present training sessions to regional staff.	B	4
13	HAZARDS Limited exposure to hazards from occasional field trips to remote park areas.	B	4

Total Points: 932.5

Level: Range 30