



**PCI ECOLOGICAL**

## **Planning Group Manager**

PCI Ecological is seeking a Planning Group Manager to join our team in Sebastopol, California. PCI is a small, multi-disciplinary firm that specializes in ecological restoration and natural landscape design throughout Northern California. Our team of engineers, scientists, landscape architects, environmental planners, and construction staff work collaboratively to produce high-quality outcomes for our clients. Our work focuses on environmental restoration, habitat enhancement, and natural landscape design, with an emphasis on rivers, watersheds, parks, and open space to support ecological and landscape enhancement. Our team also provides master planning, CEQA compliance services, and regulatory permitting for clients that manage natural open space and wildlands. PCI is committed to maintaining a workplace that fosters collaborative creativity and produces tangible benefits for our clients and the environment.

The Planning Group Manager will fill a dynamic and challenging role as part of a multi-disciplinary team coordinating with clients, engineers, designers, technical subconsultants, and resource agency staff to ensure project success for our public, private, and NGO clients. The ideal candidate has the ability to think critically when working with our design and science teams to evaluate complex restoration projects and bring a strong background in ecological restoration, CEQA and NEPA compliance, and environmental permitting. We are seeking an experienced environmental planning professional capable of leading interdisciplinary teams for CEQA compliance and permitting, including guiding staff through preparing complex permit applications, reviewing plans for compliance, coordinating with agencies, and providing technical guidance on environmental regulations. As Planning Group Manager, you will lead and manage PCI's planning team while also serving as a senior environmental planner and project manager.

### **Key Responsibilities**

- Lead, supervise, mentor, and support a team of environmental planning staff.

**Planning Team Management:**

- Effectively delegate tasks and coordinate staff workloads, assignments, and project tasks.

- Provide technical guidance, training, and professional development opportunities for planning staff.
- Review work products and provide quality assurance for planning, permitting, and compliance deliverables.

**Project and Client Management:**

- Manage projects from initiation through completion, including scope, budgets, schedules, staffing, and deliverables.



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- Guide the collection and analysis of project-related natural resource data and produce written documentation of findings.
- Coordinate multidisciplinary project teams and communicate effectively with clients, project stakeholders, regulatory agencies, and subconsultants.
- Allocate staff to project tasks, manage project budgets, monitor schedules, and support successful project outcomes.
- Provide oversight to ensure projects are completed on schedule and within budget.
- Maintain and strengthen relationships with existing clients while supporting the development of new client relationships.

### **Environmental Planning and Compliance:**

- Serve as senior environmental planner and/or project manager on a variety of projects.
- Develop and lead implementation of CEQA and NEPA compliance strategies.
- Prepare and technically review documents, reports, presentations, technical memoranda, public notices, forms, and other work products with a focus on CEQA and NEPA documents.

### **Environmental Permitting:**

- Develop permitting strategies and manage the acquisition of regulatory permits from federal, state, and local agencies.
- Cultivate and maintain resource agency staff relationships.
- Provide guidance to PCI staff on permitting requirements, environmental regulations, and compliance obligations.

### **Business Development and Professional Engagement:**

- Lead the preparation of proposals, develop scopes of work and budgets, and provide technical review.
- Help grow PCI's planning practice by identifying opportunities and cultivating relationships with new and existing clients.
- Represent PCI in local and regional working groups, professional organizations, conferences, and restoration symposia.

### **Qualifications**

- BS or MS in Environmental Science, Environmental Planning, Natural Resource Planning, Environmental Policy, Biology, Geography, or a related field.
- 10+ years of relevant permitting and CEQA/NEPA experience with at least 7 years of experience in a leadership role for large, complex projects, restoration, and other project types in California.
- Experience managing and securing permit approvals, and working with federal, state, and local regulatory agencies in California.
- Expertise in natural resources planning and CEQA/NEPA compliance in California.



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- Experience managing small teams and mentoring professional staff.
- Project management and business development experience.
- Demonstrated strong writing skills, communication skills, and experience producing high-quality technical reports and environmental documents.

### **Desired Skills and Abilities**

- Ability to effectively lead teams, delegate tasks, and manage projects to deliver high-quality work that meets objectives, schedules, and budgets.
- Excellent interpersonal skills with the ability to provide leadership and work collaboratively with staff, clients, agency representatives, and project partners.
- Strong organizational, problem-solving, and critical-thinking skills.
- Commitment to learning, mentorship, professional development, and continuous improvement.

### **Compensation**

This position is full-time with benefits, including health insurance, bonus, 401K, and paid leave. Salary Range: \$120,000 to \$150,000 depending on experience.

**To Apply:** Please submit a résumé and cover letter that describes your interest in the position and PCI to: [hr@pciecological.com](mailto:hr@pciecological.com). Please put “Planning Group Manager” in the subject line. We look forward to hearing from you. The review and interview process will continue until the position is filled. See our website at [pciecological.com](http://pciecological.com).