

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Senior Park Planner**

**Division:** Parks & Planning

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### **Summary:**

Under general supervision, coordinate, oversee and supervise the planning, design, and construction of all District parks, recreational areas, and facilities; provide responsible and technical staff assistance, in accordance with District policies and procedures.

### **Essential Duties and Responsibilities:**

- Prepares, or assigns and reviews, plans and specifications for proposed park projects.
- Conducts park planning studies, recommending methods of improving outlays and standards, and the development of new areas, facilities and equipment.
- Prepares site assessment schematics.
- Prepares cost estimates and budget proposals of needed materials, supplies, and equipment for capital improvements, major repairs, and refurbishing projects.
- Assists in the preparation of bid packages, negotiates and prepares construction contracts.
- Inspects park construction sites for contract compliance.
- Calculates park development and dedication fees, reviews special use and development permits, and zoning requests, and scores park related categories of City growth measure allotment.
- Coordinates District land acquisition program, initiating escrow proceedings, annexation procedures, and the preparation of legal descriptions, grant and easement deeds.
- Prepares and assists in the administration of State and Federal development grants.
- Prepares environmental reviews, files negative declarations and categorical exemptions, and coordinates the preparation of Environmental Impact Reports.
- Maintains District property records, facility and trail guides, and related maps or documents.
- Manages District Capital Improvement Program.

### **Other Duties and Responsibilities:**

- Represents the District at commission, council or board meetings.
- Assists in the development of the District's annual master plan document, including assignment of demographics, environmental conditions, and socio-economics.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

### **Education/Experience:**

Bachelor's Degree in park management, Landscape Architecture, Horticulture, Planning, or a closely related field; five (5) years of experience in park development planning, horticulture,

landscaping, or park facilities construction, renovation, and maintenance; computer skills in CAD systems; or an equivalent combination of education and experience.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers or regulatory agencies. Ability to present information to top management, developers, and contractors.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates and Licenses:**

License as a California Landscape Architect is desirable; California Driver's License.

**Supervisory Responsibilities:**

This position may supervise planning staff employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals and outdoor weather conditions. The noise level in the environment is moderate to loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee frequently required to stand; walkover uneven terrain; and sit. The vision requirements include ability to adjust focus; depth perception; color vision; close and distance vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Senior Park Development Planner  
JD2003 Reviewed 7/06

*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 them by their supervisors or by law.*