

CONEJO RECREATION & PARK DISTRICT

Job Title: Director of Parks and Planning Services

Division: Parks and Planning Services

Summary:

Under administrative direction, plans, organizes and directs the Parks and Planning Services Division; directs and manages the development, safe operation and maintenance of the District's parks and open spaces, including master planning, real property management, legal documentation, contracting and project supervision; directs the alteration, repair and maintenance of buildings and grounds; liaises and coordinates maintenance activities with Conejo Open Space Conservation Agency (COSCA); and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, integrates and evaluates the work of the Parks and Planning Services Division; with managers and supervisors, develops, implements and evaluates plans, goals and objectives focused on achieving the District's mission, policies, systems and procedures to achieve goals, objectives and work standards.
- Monitors performance against the District's annual and capital improvement projects budgets; reviews and approves the purchase of equipment, materials and supplies within District policy and approved limits.
- Plans and evaluates manager, supervisor and staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's Board Policies and Ordinance Manual.
- Works with other directors, managers and staff to develop and implement District and departmental strategic goals and objectives that support achievement of CRPD strategic plans; monitors developments related to areas of responsibility and evaluates their impact on District operations and programs; integrates services and functions within the division and with other divisions to achieve optimal efficiency, effectiveness and customer service.
- Through subordinate managers, plans and directs the development of the parks maintenance and usage master plan including parks and open spaces and related facilities; oversees the development and approval process for designs, engineering studies and environmental impact reports; directs the District's construction and capital improvement efforts.

- Through subordinate managers, plans and develops park and open space operations and safety programs including park security and maintenance; manages the development and enforcement of park policies, rules and regulations; ensures park conditions, operations and maintenance meet District standards.
- Attends meetings and confers with officials of government or private agencies in an effort to achieve goals of conservation, land use, park development, planning, and related common objectives.
- Negotiates agreements with developers regarding dedication of land, fees, open space, land use and assessment districts; approves conditions for the acceptance of real property and monitors adjacent land uses as they may affect District property or interest.
- Administers landscape assessment districts and coordinates elections and public hearings related to assessment districts.
- Prepares, writes and administers various grant applications to support capital projects and other department initiatives; researches, negotiates and manages alternative sources of revenue; negotiates and manages Memorandums of Understanding (MOUs), leases and use agreements with non-profits, governments, businesses and institutions.
- Directs the property management program including appraisals, acquisition, annexation, control of undeveloped sites, and enforcement of District ordinances; prepares or coordinates the preparation of legal agreements and documents for Board consideration.
- Tracks legislative issues and researches and analyzes impacts on the District; updates District management and the Board regarding issues and engages with lobbyists and consultants to develop position statements, policy documents and official correspondence.
- Prepares Board agenda reports/resolutions and makes presentations to the Board; represents the District in interactions and negotiations with employees, community and industry groups, customers and other agencies.
- Supports and enforces the District's safety program; ensures assigned employees follow safety procedures and safe work practices; educates employees on safety rules, regulations and codes, safe work habits and potential work hazards.

Other Duties and Responsibilities:

- May act for the General Manager in his/her absence.
- Manages and performs a variety of special projects including selection of consultants and the research, development and implementation of Districtwide initiatives or programs.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Language Ability:

Ability to read, analyze and interpret complex documents including engineering reports and legal documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, government agencies and the public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply financial and budgeting principles and to evaluate a variety of funding sources and strategies.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to understand, interpret, explain and apply state and federal laws, codes, regulations, Board policies and court decisions governing the District's land use, operations and maintenance. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to research and analyze a variety of administrative, organizational and management problems and collaborate with other administrators, managers and staff and provide expert advice and counsel to develop solutions to complex issues.

Certificates and Licenses:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Other Required Skills:

Use of word processing, spreadsheet and database programs including utilizing enterprise accounting and information systems and query tools to extract data from databases for interpreting and communicating data. Ability to direct the programs, services and activities of a comprehensive, parks and open space operations and maintenance program. Ability to exercise tact and diplomacy and maintain confidentiality of sensitive and complex District, financial and personnel issues and situations.

Supervisory Responsibilities:

This position manages and supervises division employees directly and through subordinate managers and supervisors.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions. The work environment is subject to low-to-moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods and to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is occasionally required to lift up to 10 pounds. Duties require close vision and the ability to adjust focus.

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Revised 4/4/24

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.