

CONEJO RECREATION & PARK DISTRICT

Job Title: Senior Park Planner

Division: Parks & Planning

Summary:

Under direction, oversees the planning, design and implementation of maintenance and development projects for all District parks, recreational areas and facilities; provides responsible and technical staff assistance; 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.

- Oversees the planning efforts for District maintenance and capital projects; prepares initial staff and community outreach activities; engages in detailed planning functions including requirements, specifications and RFP development; leads and presents presentations and workshops for the public and the District board; manages and responds to relevant public/stakeholder requests; and coordinates and leads requests for grant funding.
- Manages the design efforts for District maintenance and capital projects; develops design and construction plans; conducts plan reviews with various professional disciplines and District staff; coordinates and leads project permitting and public bidding; and manages and responds to relevant public/stakeholder requests.
- Manages the implementation of District maintenance and capital projects; schedules project actions; manages and supervises construction; prepares and submits grant reports; coordinates project requests for information with staff/consultants; leads project walkthroughs and closeout activities; and manages and responds to relevant public/stakeholder requests.
- Contributes to the development of the planning budget, including maintenance and capital projects and grants; monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Assists in preparing, reviewing and presenting planning items with staff, vendors and community partners for the District board, planning commission and city council approvals.
- 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.

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.
- May be mobilized in the event of a disaster.
- May be required to drive District or personal vehicle.
- Exempt employees may be required to work nights and weekends.
- 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.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: a bachelor's degree in park management, landscape architecture, capital project management, urban or environmental planning or a closely related field; and five years of experience in park development planning, landscaping and 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 abstract and concrete variables.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.

- Engineering, architectural and landscape license is desirable.
- All full-time employees require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

This position may supervise planning staff employees and provide technical guidance/work direction to other District staff and contractors.

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.

While performing the duties of this job, the employee works under typical office conditions and may be required to work some overtime. The employee is regularly exposed to outdoor weather conditions, 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 frequently required to sit or stand for extended periods and are regularly required 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 may occasionally walk over rough terrain; climb or balance; stoop, kneel, crouch or crawl. The vision requirements include ability to adjust focus, depth perception, peripheral vision, color vision, close and distance vision. The employee is occasionally required to lift up to 50 pounds.

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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.