



Conejo Recreation & Park District

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EMPLOYMENT OPPORTUNITY

PARK PLANNER / SENIOR PARK PLANNER

Open (one full-time position)

Salary Range (5 steps):

Park Planner: \$6,906 - \$8,632 / month

Senior Park Planner: \$9,002 - \$11,252 / month

Final Filling date: **Monday, December 19, 2022, 5:00 p.m.**

Apply online: www.crpdp.org/hr (follow link to CalOpps)
Submit a cover letter and resume online with the application

PARK PLANNER

Under direction, perform responsible landscape architectural and planning work in the design and development of plans and specifications for construction of parks, recreational areas, and capital improvement projects in accordance with District policies and procedures.

Essential Duties and Responsibilities

- Compiles and analyzes data such as site conditions, geographic location; soil, vegetation, and rock features; drainage; and location of structures for development of landscaping and preparation of environmental impact report.
- Prepares site plans, working drawings, specifications, and cost estimates for District land development, showing ground contours, vegetation, locations of structures, and such facilities as roads, walks, parking areas, fences, walls, and utilities, coordinating arrangement of existing and proposed land features and structures.
- Manages and inspects capital improvement projects in process, including presentations at public hearings, financial planning, ensuring compliance with specifications, ensuring quality of materials and workmanship, and ensuring compliance with applicable laws and regulations.
- Preparation of environmental documents, coordination, review permitting functions.
- Completes applications for rezoning of District property; applies for development, special use, tax exemption and other permits.
- Confers with developers, consultants, engineering personnel, architects and governmental agency personnel on planning and construction matters.
- Negotiates and prepares construction contracts, prepares development conditions related to park areas for planned developments within the community.
- Performs special studies related to planning, development and construction.
- Develops and maintains legal descriptions for district property; records and maintains property deeds, easement quit claims, and grant deeds for District land.

Other Duties and Responsibilities

- May locate sources and apply for grants.
- Assists in the development and revision of District master plan.
- Performs other related duties.

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. *

Park Planner / Senior Park Planner continued . . .

Education/Experience: Bachelor's Degree in Urban or Environmental Planning, Landscape Architecture or a related field; two (2) years of relevant work and familiarity with municipal planning practices, environmental review and analysis, land use requirements and development constraints; or equivalent combination of education and experience.

Language Ability: Ability to read, analyze, and interpret common scientific and technical journals, construction documents, 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.

Math Ability: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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: California Driver's License

Supervisory Responsibilities: This position has no supervisory responsibilities but may provide oversight of contractors/subcontractors.

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 outdoor weather conditions; moving mechanical parts. The employee is occasionally exposed to wet or humid conditions; high precarious places; fumes or airborne particles; vibration. The noise level in the environment is moderate

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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is frequently required to walk over rough terrain and sit. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee is frequently required to lift up to 10 pounds and occasionally required to lift up to 50 pounds. The vision requirements include ability to see in poor light; ability to adjust focus; depth perception; peripheral vision; color vision; close and distance vision.

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

SENIOR PARK PLANNER

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.

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 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 regularly exposed to outdoor weather conditions. The employee is frequently exposed to moving mechanical parts, fumes and airborne particles. The employee is occasionally exposed to wet and/or humid conditions, high precarious places, toxic or caustic chemicals, risk of electrical shock and vibrations. 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 essential functions.

SELECTION PROCESS

Apply online at: www.crpdp.org/jobs (follow link to www.calopps.org, Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** A cover letter and resume must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Park Planner / Senior Park Planner continued . . .

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

NOTE: THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

Position subject to a pre-employment physical