



# Conejo Recreation & Park District

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## EMPLOYMENT OPPORTUNITY

### Park Planner

Open - one full-time position

Salary Range (5 steps): \$8,136 - \$9,889/month

Final Filing Date: Sunday, February 9, 2025, 11:59 p.m.

Submit a cover letter and resume online with the application

Apply online: [www.crpdp.org/hr](http://www.crpdp.org/hr) (Follow link to CalOpps)

Under general supervision, participates in 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.

- Compiles and analyzes data such as site conditions, geographic locations, soil/vegetation/rock features, drainage, and location of structures for preparation of landscaping and developing plans; prepares environmental impact reports.
- Prepares site plans, working drawings, specifications and cost estimates for District land development, showing ground contours, vegetation, location of structures and such facilities as roads, walkways, parking areas, fences, walls and utilities, and coordinates arrangement of existing and proposed land features and structures.
- Manages and inspects capital improvement projects in process; ensures compliance with specifications, quality of materials and workmanship, and compliance with applicable laws and regulations; assists in developing presentations for public hearings.
- Prepares applications for rezoning District property; applies for development, special use, tax exemption and other permits.
- Preparation of environmental documents including coordination and review permitting.
- Confers and consults with developers, consultants, engineering personnel, architects and government personnel on planning and construction matters.
- Prepares construction contracts and assists in negotiating them.
- 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 represent 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 locate sources and complete applications for grants.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

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### **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 urban or environmental planning, landscape architecture or a related field; and two years of relevant work and familiarity with municipal planning practices, environmental review and analysis, land use requirements and development constraints; 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, Architecture or Landscape license is desirable.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

**Supervisory Responsibilities:** This position has no supervisory responsibilities but may 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. 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 is 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.

### **Selection Process**

Apply online at: [www.crpdp.org/jobs](http://www.crpdp.org/jobs) (follow link to [www.calopps.org](http://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.** Cover letters and resumes must be submitted online as attachments with the fully completed application.

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Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver's 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 pre-employment physical***