

Job Title: Senior Park Planner

Job ID: 8610

Location: Riverside

Full/Part Time: Full-Time

Regular/Temporary: Regular

Salary Min: \$69,451.00

Salary Max: \$109,590.00

ABOUT THE DEPARTMENT

The award winning Regional Park and Open-Space District is a nationally accredited agency who strives to be the regional leader in improving lives through people, parks, places, and programs. Their mission is to acquire, protect, develop, manage, and interpret for the inspiration, use, and enjoyment of all people, a well-balanced system of areas of outstanding scenic, recreational, and historic importance. The District values accomplishments, connecting, teamwork, innovation, outstanding service, networking, and good stewardship.

JOB DESCRIPTION

The Senior Park Planner will report directly to the Assistant Parks Director and serve as the project manager for the District's Capital Improvement, and Trail Projects. This includes reviewing plans for environmental impact and historic relevance, preparing and monitoring the budget, as well as coordinating/overseeing the design and construction of all County parks and recreation areas and facilities projects. The incumbent will also be responsible for developing Request for Proposals (RFPs), Request for Quotes (RFQs), and Request for information (RFI), as well as selecting consultants, negotiating their contracts, reviewing plans, and overseeing the construction of County park facilities. Strong candidates will possess project management skills and the ability to develop and foster strong working partnerships.

EXAMPLES OF ESSENTIAL DUTIES

Assigns and reviews the preparation of plans and specifications for major proposed park projects, including buildings, parkways, landscaping, recreational, and sanitary facilities; Reviews estimates of needed materials, supplies, and equipment.

Participates in the establishment of short-range and long-range department goals.

Selects and negotiates with consultants, and reviews their work; Negotiates and prepares construction contracts.

Locate sources and prepare scope of work for grant funding opportunities; May prepare site assessment schematics and develop RFP.

Coordinates work with other public agencies, including the U.S. Army Corps of Engineers, Water Quality Control Board, public health agencies, resource agencies, various funding agencies, and others.

Prepares section budget and participates in development of construction budget.

Represents the department in dealing with the public or others on planning and construction matters; prepares correspondence and reports.

RECRUITING GUIDELINES

Education: Graduation from an accredited college with a Bachelor's degree in Landscape Architecture, Architecture, Urban Planning, Environmental Science, Park Administration or closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

*****PRIOR TO THE CLOSING DATE**, upload a copy of your official/unofficial transcripts or degree to your Job Gateway account on your home page under My Career Tools - Cover Letters and Attachments. If your education was completed outside of the United States, you will need to provide a copy of your Foreign Education Equivalency evaluation from a member of the National Association of Credential Evaluation Services (NACES) (<http://www.naces.org/members.htm>).***

Experience: Two years of professional experience in park development planning and project management, urban open space planning, land use planning, or the design and construction of park or recreational areas.

Highly Desired: Experience managing large project budgets; strong oral and written communication skills; plan check experience; park project management experience; knowledge of historic preservation laws and ordinances; experience with GIS applications (preferably ArcGIS); experience reviewing designs in a design and drafting software program (preferably AutoCAD); experience using office software such as Microsoft Word, Excel and PowerPoint.

Desired: Bachelor's degree; experience as a liaison among departments and agencies; experience overseeing the work of contractors and consultants; experience following CEQA/NEPA guidelines; presentation skills.

ADDITIONAL REQUIREMENTS: Possession of a valid California Driver License.

OTHER REQUIREMENTS

Applications must be submitted through Job Gateway

<http://www.rc-hr.com/Careers/HowtoApply.aspx>

The preliminary closing date for this posting is November 15, 2017 at 11:59 pm PST; however, postings may close at any time.

Please, visit our Frequently Asked Questions page if you have any questions or concerns regarding the recruitment process: <http://www.rc-hr.com/Careers/HowtoApply/HelpFAQs.aspx>

Please, include relevant work experience details on resume or application. Applicants who fail to provide information demonstrating they possess the position requirements listed under RECRUITING GUIDELINES will not be considered further in the application process.

Review the full job posting (Job ID 8610) in Job Gateway for more information.