

CONEJO RECREATION & PARK DISTRICT

Job Title: Park Operations Analyst

Division: Parks & Planning

Summary:

Under direction, performs administrative work in the areas of budgeting for park maintenance and facilities, capital project scheduling and coordination, emergency response planning; liaison and staff support to community groups; conducts analytical studies and prepares reports of special projects, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Conducts analytical studies and prepares written reports and correspondence on special projects or Board related items.
- Pursues financial assistance through grant and FEMA applications.
- Establishes lease agreements with cellular communication companies, and oversees facility installation on park property.
- Calculates Park Dedication Fee (Quimby Fee) in accordance with City of Thousand Oaks Municipal Code.
- Reviews listings of tax-default property and may make recommendations for land acquisition; prepares and files easement and land transfer deeds; reviews billing statements and generates payment requests.
- Uses GIS software to research and create detailed maps/exhibits for grant applications and Board reports; develops database of District information for input into city GIS system; acts as District GIS coordinator.
- Reviews city development permit applications and recommends District conditions.
- Assists in the issuance of permit applications for park development; prepares mailing lists and maps.
- Prepares requests for proposals, represents the District to contractors and vendors, analyzes bid results and makes recommendations for contractual services.
- Inspects work of contractors and vendors for compliance with standards.
- Assists, coordinates, and may conduct training to facilitate implementation of District standards.
- Confers with field supervisors regarding operational issues.

Other Duties and Responsibilities:

- Performs tasks related to disaster recovery.
- Provides revenue and expenditure reports relative to Landscape Maintenance Districts (LMD).
- Performs periodic updates to District Master Plan and LAFCO Municipal Service Review.
- Assists in development of an emergency response system.
- Monitors District wireless cell phone account.
- May evaluate and analyze budget requests, organize requests into projects, and calculate or verify costs.
- May respond to inquiries regarding District policies and prepare other correspondence.
- Prepares application for grants.
- May be required to drive District or personal vehicle for site inspection and document delivery.
- Acquires plaques for employee recognition awards (Employee of Year and Pride Award).
- Performs other 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 Administration, Landscape Architecture, Ornamental Horticulture, Public Administration or related field; three years (3) increasingly responsible related experience and/or training; or equivalent combination of education and experience. Familiarity with PC database applications, GIS system software.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, blue prints, construction documents, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups of managers, and the general public.

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:

California Driver's License
FEMA/OES Inspector Certificate desirable.

Supervisory Responsibilities:

This position has no supervisory responsibilities, but may provide oversight of contractors and 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 occasionally exposed to outside weather. 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 is regularly required to use hands to finger, handle, or feel; talk or hear. The employee is frequently required to stand, walk over uneven terrain and sit.

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The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 50 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, color vision, close vision and distance vision.

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

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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.