

# CONEJO RECREATION & PARK DISTRICT

**Job Title: Administrator, Parks & Planning**

**Division: Parks & Planning**

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## **Summary:**

Under administrative direction, plans, directs and manages the development and maintenance functions of District park and open space properties including master planning, real property management, legal documentation, contracting, and project supervision as well as the alteration, repair, and maintenance of buildings and grounds, in accordance with District policies and procedures.

## **Essential Duties and Responsibilities:**

- < Oversees the analysis and review of park plans and designs, engineering studies and environmental impact reports; prepares recommendations for the District Board.
- < Analyzes and evaluates the present and future needs for recreation facilities, parks, and open space, and directs the development of programs to meet those needs.
- < Prepares and administers the division budget and manages capital equipment purchases and all expenditures of the division.
- < Interprets district policy and provides assistance to community volunteer improvement projects.
- < Attends meetings and confers with officials of government or private agencies in an effort to achieve goals of conservation, land use, park development, planning, and related common objectives.
- < Develops new or revised administrative policy.
- < Directs property management program including appraisals, acquisition, annexation, control of undeveloped sites, and enforcement of District ordinances.
- < Administers capital grant program.
- < Negotiates agreements with developers for dedication of land, fees, open space, land use and assessment districts.
- < Negotiates and administers wireless communication company licenses and lease agreements.
- < Negotiates and manages Memorandum of Understanding (MOUs), leases and use agreements with non-profits, governments, businesses and institutions.
- < Approves conditions for the acceptance of real property from developers and monitors the adjacent land uses as they may affect District property or interest.
- < Presents District position on matters that appear before the City Council, City Planning Commission, School Board and other governmental bodies which relate to District property or interests.
- < Directs the program of fee calculation and collection under the park dedication ordinance.
- < Prepares legal agreements and documents for Board consideration.
- < Selects, supervises, trains, and evaluates professional, technical, field and clerical staff.
- < Administers landscape assessment districts and coordinates elections and public hearings related to assessment districts.

## **Other Duties and Responsibilities:**

- < Facilitates organizational development training programs.
- < 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 Management, Public Administration, or a closely related field; five (5) years of increasingly responsible experience in park management with a public recreation and park agency which has included supervisory and administrative responsibilities; or an equivalent combination of education and experience. Must be proficient with use of computer software, including but not limited to, spreadsheets to manage data, financial information, budgets and capital projects.

### **Language Ability:**

Ability to read, analyze and interpret the most complex documents, including legal contracts and engineering reports. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, other agencies and the public.

### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to work with the concepts of probability, statistical inference, basic geometry, and accounting.

### **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 directly manages several employees, including some who supervise other employees. Carries out supervisory responsibilities in accordance with the organization's policies, applicable laws and mission. 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 occasionally exposed to outdoor weather conditions. 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 sit and talk or hear. The employee is occasionally required to stand; walk over rough terrain; and use hands to finger, handle, or feel. The employee is occasionally required to lift up to 10 pounds. The vision requirements include 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.

Title: Administrator Parks & Planning  
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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.*