



**Cordova Recreation & Park District  
Associate Planner**

<b>SALARY</b>	\$39.21 - \$50.04 Hourly \$3,398.20 - \$4,337.06 Semi-Monthly \$6,796.41 - \$8,674.13 Monthly \$81,556.88 - \$104,089.53 Annually	<b>LOCATION</b>	Rancho Cordova, CA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	2025-00000536
<b>DEPARTMENT</b>	Park Planning and Development	<b>OPENING DATE</b>	01/13/2025
<b>CLOSING DATE</b>	2/17/2025 11:59 PM Pacific		

**Description**

*This posting is continuous, and applications will be reviewed as they are submitted.*

*The District reserves the right to close the recruitment at any time or at the time the position is filled.*

**The Cordova Recreation & Park District (CRPD) is seeking an Associate Planner to join our Planning and Development team!**

**Our ideal candidate embodies our core values of communication, creativity, accountability, leadership, service, and integrity. Consider joining our team if you want to expand your career and make an impact on how the communities we serve will look in the decades to come.**

*This is a full-time onsite position with a comprehensive benefits package that includes fully paid medical, dental, and vision for the employee and all eligible dependents. CRPD participates in the CalPERS Retirement System. Employees in this classification have the option of working a 9/80 schedule. (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off)*

**Summary Description**

Under general direction of the Park Planning and Development Manager, performs a variety of professional level duties and responsibilities in support of the District’s planning functions including long range planning services for parks and recreation facilities; participates in the land development process, including development application review and providing conditions of approval; provides project management for assigned projects; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding codes, policies, standards, and processes related to planning related matters.

**Who We Are**

Established in 1958, Cordova Recreation & Park District (CRPD) is an independent special district governed by an elected Board of Directors.

We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 50 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

### **Who We Serve**

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Learn more about Who We Are at [cordovarpd.gov/about-us/!](http://cordovarpd.gov/about-us/)

### **Essential Functions**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

#### Planning

- Participates in the land development process related to park and other landscape improvements, including review of development applications, writing and implementation of conditions of approval, review of vesting tentative maps and final maps, public facilities finance plans, nexus studies, reviewing and processing of grant deeds and easements, and participate in the negotiation and the execution of park development agreements.
- Analyzes proposed development projects for conformance with District park standards and suggests revisions or alternatives to conform with District Standards.
- Confers and advises developer representatives and their consultants and responds to the general public regarding proposed developments.
- Represents the District at meetings with other public agencies, organizations, professional groups, and developer representatives.
- Responds to complex citizen complaints and requests for information.
- Conducts special studies and other research related to long range facilities and environmental planning.
- Assists with updates to the Capital Improvement Program, Master Plan, Design Construction and Maintenance Standards and Guidelines, and other District guiding documents.
- Produces and/or oversees consultants producing necessary environmental documents for District projects, including both CEQA and NEPA.
- Reviews and responds to environmental documents produced by others.
- Prepares and responds to feasibility studies concerning park acquisitions and development.

#### Project Management

- Develops work plans for capital improvement projects and major renovation projects.
- Coordinates planning activities with other District departments and outside agencies.
- Prepares and/or oversees consultants preparing bid document and technical specifications.
- Oversees project budget preparation and control of assigned projects.
- Assists with the evaluation and selection of consultants and contractor.
- Prepares grant proposals and administers grant-funded projects.

#### General

- Prepares staff reports and presents to the Board of Directors and other elected or appointed bodies as necessary.
- Prepares and maintains written documents conforming to District standards and filing protocols.
- Participates in the selection of assigned staff; supervises, trains, assigns work, disciplines, and evaluates performance of assigned full-time and part-time staff.
- Assignments for this position will vary between planning related assignments, project management and other assignments as needed by the District. This position requires flexibility, willingness and ability to take on various work assignments.
- Performs other or related duties as assigned.

## Minimum Qualifications

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operations, services, and activities of a planning program
- Pertinent federal, state, and local planning laws and regulations
- State of California Land Use Laws, CEQA, NEPA, and the Subdivision Map Act.
- Office procedures, methods, and equipment including computers and applicable software applications including, but not limited to, Microsoft Office, Suite PowerPoint and Adobe Acrobat projects; familiarity with graphic programs such as Auto CAD, GIS, and Adobe Photoshop
- Development review procedures and requirements
- Methods and techniques of effective technical report preparation and presentation.
- Principles and practices of supervision, training, and performance evaluations
- Occupational hazards and standard safety procedures
- District policies and procedures

### **Ability to:**

- Perform professional level planning duties in the development, implementation, and modification of District plans and regulations
- Recognize and analyze potential environmental and policy impacts
- Develop planning policies and implementation strategies
- Persuade, negotiate, and develop alternatives and resolve conflict among competing interests
- Represent the District in meetings with other jurisdictional departments, organizations, professional groups, and developer representatives on matters pertaining to development applications
- Make presentations before large and small groups
- Organize and lead meetings to facilitate public participation
- Prepare clear, concise, and accurate reports, correspondence, and policy documents
- Perform technical research on planning including environmental, economic, and transportation problems
- Analyze data and present recommendations on complex planning projects
- Be highly organized, detail-oriented and possess the ability to prioritize a number of projects
- Must meet customer service and teamwork guidelines as defined in the performance standards
- Operate office equipment including computers
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:* Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning, landscape architecture, engineering, geography, urban studies, construction administration, environmental planning, public administration, political science, economics, or a closely related field and two years of experience in urban planning, development review, or a related field.

### **License or Certificate:**

American Institute of Certified Planners (AICP) Planning Certificate or Landscape Architect's license preferred.

### **Additional Requirements:**

Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check.

Required to take and pass a drug screening.

## Supplemental Information

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Sufficient physical ability and mobility to work in an office setting; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination including the use of a keyboard; to attend off-site meetings; to lift and carry items weighing up to 20 pounds; to make frequent decision-making and concentration; frequent public and coworker contact; occasional working alone; frequent repetitive motion, writing, grasping, holding and reaching; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**NOTE:** *The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

### **Pre-Hire Requirements:**

Before an employee is hired, they must successfully complete pre-employment requirements including, but not limited to: fingerprinting and background check, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986. All job offers are contingent upon the successful completion of a pre-employment drug screen.

### **How to Apply for this Position:**

An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials maybe attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. CRPD reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

### **SELECTION PROCEDURES**

#### **Initial Selection Review:**

The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

#### **Testing:**

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

**Americans with Disabilities Act (ADA) Accommodation:**

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter upon opening.

**Withdrawing from Recruitment Process:**

Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

**Questions:** All questions regarding this position should be directed to the assigned recruiter.

**NOTE:** *The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.*

**Equal Opportunity Employer:** The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

**Benefits**

**EMPLOYMENT CLASSIFICATION:** Regular Full-Time, Exempt

**SALARY:** Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

**SOCIAL SECURITY:** Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

**MEDICARE:** Employees hired after March 31, 1986, contribute 1.45% to Medicare.

**RETIREMENT:** Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

\*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

\*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

**DEFERRED COMPENSATION:** Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

**MEDICAL BENEFIT:** Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

**DENTAL/VISION CARE:** The District contributes 100% toward employee and dependent dental and vision premiums provided by Mutual of Omaha.

**LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE:** The District provides Term Life and AD&D equivalent to one year gross salary.

**LONG TERM DISABILITY:** The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

**VACATION:** Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

**HOLIDAYS:** All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

**SICK LEAVE:** Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

**ADMINISTRATIVE LEAVE:** Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

**UNIFORMS:** Uniforms are provided to employees in designated positions.

#### Agency

Cordova Recreation & Park District

#### Address

11070 White Rock Road  
Suite 130  
Rancho Cordova, California, 95670

#### Phone

(916) 842-3300

#### Website

[cordovarpd.gov](http://cordovarpd.gov)

### Associate Planner Supplemental Questionnaire

**\*QUESTION 1**

With regards to long range planning, elaborate on your professional experience working on or reviewing Specific Plans, Special Plan Areas, Conditions of Approval, Impact Fees, Finance Plans, development agreements and the application of CEQA.

**\*QUESTION 2**

Describe the types of complex writing assignments you have prepared in the past. Please note: Applicants who are invited to the final round of interviews may be asked to provide sample(s) of their past complex written document(s).

**\*QUESTION 3**

Describe your experience in reviewing development applications and preparing staff reports for an elected government body.

**\*QUESTION 4**

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

Yes

No

\* Required Question