



**Cordova Recreation & Park District  
Principal Planner**

|                   |  |                     |                    |
|-------------------|--|---------------------|--------------------|
| <b>SALARY</b>     | \$50.91 - \$64.98 Hourly<br>\$4,073.11 - \$5,198.44 Biweekly<br>\$8,825.08 - \$11,263.29 Monthly<br>\$105,900.94 - \$135,159.42 Annually | <b>LOCATION</b>     | Rancho Cordova, CA |
| <b>JOB TYPE</b>   | Full-time  | <b>JOB NUMBER</b>   | 00000525           |
| <b>DEPARTMENT</b> | Park Planning and Development  | <b>OPENING DATE</b> | 09/26/2024         |

**Description**

**\*\*APPLY TODAY\*\***

*Applications will be reviewed as they are received in consideration for the first round of interviews to take place no later than the week of October 28, 2024.  
This job posting may close at any time without prior notice.*

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

**Our ideal candidate embodies our core values of communication, creativity, accountability, leadership, service, and integrity. We are seeking someone that is passionate about long-term planning and highly skilled in the implementation process. 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, plans, organizes, directs, coordinates, supervises, and evaluates the activities of lower-level staff in the planning class series in addition to performing difficult and complex work with the preparation, review, and analysis of planning and environmental studies. The Principal Planner is responsible for assisting the manager with planning and execution of complex projects, operational improvements and overseeing major, high visibility planning projects or development review processes involving complex technical, legal, and political issues.

**DISTINGUISHING CHARACTERISTICS**

The Principal Planner is distinguished from the Landscape Architect and Associate Planner classifications in that the former has greater responsibility, autonomy, and discretion in planning and performing or overseeing the most difficult and complex projects and department operations. The Principal Planner handles complex current and long-range planning projects. Staff in the Principal Planner class have a day-to-day oversight and responsibility for assigned work and may delegate or authorize assigned work to the lead worker or lower-level classifications whereas the Landscape Architect or Associate Planner are the lead and/or specialist level.

**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**

- Recommend goals and objectives for the Planning Department.
- Plan, direct, and supervise the current and long-range planning activities of staff.
- Administer District long-range planning goals and related planning documents.
- Assist in the development and implementation of policies and procedures.
- Develop and recommend changes regarding planning, design, and construction guidelines.
- Advise the District General Manager and Park Planning and Development Manager on planning matters.
- Analyze proposed development projects for compliance with adopted District planning documents, design guidelines and standards, applicable codes and ordinances, and other regulations.
- Receive, review and resolve the more complex issues as they relate to current and long-range planning; meet with developers, consultants, outside agencies and citizens to determine appropriate actions.
- Direct the review of Encroachment Permits and volunteer project requests, and other miscellaneous requests related to land use entitlements and development.
- Serve as a primary contact for new major development projects, which entails meeting with planners, engineers, builders, attorneys, contractors, other agencies, and the general public regarding development policies and procedures.
- Review and issue approval of design and development/construction plans that affect the District; review and issue approval of design and construction plans developed by in-house professional and technical staff.
- Compile, analyze, and present data in the form of written, graphic, or oral reports for the use of the General Manager, Park Planning and Development Manager, or special committees on a range of difficult and complex development and District infrastructure planning matters.
- Direct and/or participate in the preparation of complex planning studies and reports related to area of assignment; oversee coordination of assigned section activities with other departments, division, outside agencies, citizens, consultants, and developers.
- Develop, analyze, and/or review a variety of technical reports.
- Represent the District in public and official meetings with other departments, outside organizations, regional planning bodies, and professional groups on planning matters; coordinate and conduct review of outside agencies' proposed projects and related environmental documents; assess and prepare comments on impacts/issues of interest to the District; attend public hearings and provide draft comments. Prepare and deliver presentations to groups of interest as needed.
- Prepare work plans and public outreach strategies for Planning directives and priority projects.

### **Project Management**

- Oversee the development and implementation of work plans for capital improvement projects and major renovation projects.
- Assist in preparation of annual short-term and long-term capital improvement budgets and monitor assigned project budgets throughout the year.
- Oversee and review consultant or staff preparation of bid documents and technical specifications.
- Oversee grant administration, monitor submittals, expenditures, and audits related to park renovation, construction and development.
- Administer contracts with independent contractors or consultants who provide planning or environmental planning services to the District.
- Keep District leaders apprised of project status and issues.

### **General**

- Provide support to the department manager by preparing staff reports, technical reports, memos, letters, and/or emails and researching special issues and projects.
- Answer questions and provide information to the public; investigate complaints and recommend correction action as necessary to resolve complaints.

- Participate in department budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, equipment, and supplies; monitor and control expenditures.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Attend and participate in professional groups and committees.
- Assist with special projects as assigned.
- Performs related duties as required.

## 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:**

- Principles and practices of landscape architecture, urban planning and development including current and long-range planning.
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Environmental review standards and processes, including knowledge of Federal, state, and local laws and regulations, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), State Subdivision Map Act, Initial Studies and (Mitigated) Negative Declarations, and State of California Planning, zoning, and development laws.
- Administrative and procedural process for land use and environmental decision making.
- Statistical and research methods as applied to the collection, analysis, and presentation of planning data.
- Technical writing and report preparation and review.
- Landscape Architectural drawing, graphic illustrations, terms, practices, and methods.
- Dispute resolution and negotiation techniques related to city planning such as environmental planning, urban studies, and public administration.
- Modern office methods, practices, procedures, and computer equipment.
- Common word processing, spreadsheet, and database software.
- Permit tracking and plan review software, desirable.
- GIS, AutoCAD, and Adobe Suite graphic software desirable.
- Project management methodologies.
- Fiscal management, budgeting procedures and techniques.

### **Ability to:**

- Organize, direct, and implement a planning program.
- On a continuous basis, know and understand all aspects of the job; frequently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Administer environmental assessment policies, procedures, and practices.
- Supervise, train, discipline, and evaluate subordinates.
- Demonstrate exemplary interpersonal verbal and written communication skills.
- Understand and apply laws, rules, and regulations to specific planning and environmental projects.
- Understand and apply the adopted District plans, standards and guidelines, and other materials in evaluating specific projects or plan elements.
- Analyze and solve complex problems, identify alternative solutions and consequences, and implement sound recommendations.
- Perform highly detailed work under changing intensive deadlines on multiple concurrent tasks.
- Analyze site design, terrain constraints, utility capacity restraints, and land use compatibility; prepare maps and design guidelines, review and evaluate land use maps, improvement plans and construction plans.
- Collect, analyze, organize, and present economic, environmental, demographic, and other facts and statistics pertaining to planning research.
- Prepare accurate maps, plans, charts, graphs, and tables.
- Read and interpret maps, blueprints, and design drawings.
- Utilize research methods and techniques, including statistics and statistical analysis.

- Develop and adhere to project timelines.
- Think critically and drive solutions to completion.
- Conduct public meetings and apply group process skills.
- Effectively communicate verbally 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 a major course work in planning, landscape architecture, engineering, geography, urban studies, natural resources, public administration, political science, or a closely related field and five (5) years of progressively responsible, professional experience in planning, including at least one (1) year of responsible project or program management experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license within six months of appointment.

Possession of a Landscape Architect's license or American Institute of Certified Planners (AICP) designation preferred.

**Additional Requirements:**

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 make site investigations on undeveloped land with uneven terrain; 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.

## 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 Per Bi-weekly Pay Date | Max Accrual |
|---------------------|-----------------|------------------------------|-------------|
| 1 - 5 Years         | 8               | 3.69                         | 192 hours   |
| 6 - 10 Years        | 10              | 4.62                         | 240 hours   |
| 11 Years            | 10.7            | 4.92                         | 256 hours   |
| 12 Years            | 11.3            | 5.23                         | 272 hours   |
| 13 Years            | 12.0            | 5.54                         | 288 hours   |
| 14 Years            | 12.7            | 5.85                         | 304 hours   |
| 15 Years            | 13.3            | 6.15                         | 320 hours   |
| After 15 Years      | 14              | 6.46                         | 336 hours   |

**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.

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**Agency**

Cordova Recreation &amp; Park District

**Address**11070 White Rock Road  
Suite 130  
Rancho Cordova, California, 95670**Phone**

(916) 842-3300

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

## Principal Planner Supplemental Questionnaire

**\*QUESTION 1**

Describe your experience as a project manager where you have managed a complex planning project or program, such as a private development project or a major planning effort such as a master plan, park use plan, specific plan or construction project. Be detailed and specific in your response.

**\*QUESTION 2**

Describe your experience managing the work of multiple staff and/or consultants on planning projects. Include the scope of your supervisory responsibilities such as hiring, counseling, assigning work, training, etc. Be detailed and specific in your response.

**\*QUESTION 3**

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 4**

Please describe your experience negotiating conditions of approval, development agreements, and/or development fees.

**\*QUESTION 5**

Do you possess a license, registration, or certification in planning or a related field, such as certification from the American Institute of Certified Planners (AICP) or Landscape Architect license? If yes, please indicate the type of certification or license.

**\*QUESTION 6**

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