



City of Arts & Innovation

CITY OF RIVERSIDE  
invites applications for the position of:  
**SENIOR PARK PLANNER**

**SALARY:** \$2,594.77 - \$3,155.08 Biweekly  
\$67,464.00 - \$82,032.00 Annually

**OPENING DATE:** 11/30/17

**CLOSING DATE:** 12/14/17 11:59 PM

**THE POSITION:**



The City of Riverside is accepting applications for the position of **SENIOR PARK PLANNER** to fill one (1) vacancy in the **Administration Division** of the **Parks, Recreation & Community Services Department**. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

The City of Riverside's Park System includes almost 3000 acres of park land, consisting of 49 developed parks, 6 natural or wilderness parks and 7 undeveloped future park sites. Park Planning Staff prepare a variety of planning, environmental, design and cost studies to help guide our City's renovation and development of existing & new recreational resources.

Senior Park Planners, under general supervision, perform professional park development planning; assist in planning, scheduling, organizing, managing, and supervising park and recreational site and facility construction; provide responsible, quality technical staff assistance for the Parks, Recreation & Community Services Department; and do related work as required.

4% COLA effective the first pay period after January 1, 2018.

**WORK PERFORMED:**

Typical duties may include, but are not limited to, the following:

- Research, gather, and evaluate data for various park planning studies and prepare recommendations on methods of acquiring and improving park areas and facilities including buildings and recreation equipment.
- Prepare written descriptions of all proposed park projects, review project with Planning Department staff to establish required environmental and other review processes to obtain required building permits.
- Periodically review and update departmental acquisition master plan and developer's guidelines for preparation of public landscape designs.
- Plan and develop coordinated construction schedules with park facility uses.
- Monitor progress and inspect contract construction work to ensure compliance with plans, specifications, departmental standards and building codes. Assist in the preparation of development and construction budgets.
- Conduct preconstruction conferences, administer daily operations of construction contracts, and prepare and maintain complete and accurate construction contract files.
- Coordinate the reviews of all submittals from the contractor through the various City departments and private consultants, and monitor status of all necessary approvals of same.
- Review and approve contractors requests for payment.
- Review of certified payroll submittals and field interviews of employees to ensure compliance with special funding agency requirements.
- Perform the necessary research and analysis and prepare presentation materials and background documentation including but not limited to graphic presentations using computer software such as AutoCAD, GIS, Sketch-up, Photoshop, Illustrator and similar graphic programs.
- Assist in researching, negotiating, and monitoring assigned contracts and agreements with outside suppliers, service providers, leasing agents, and others.
- Prepare specifications and bid packages.
- Review bids and recommend vendor selection for equipment and services, participate in the preparation of contracts; ensure work is performed in compliance with contracts and agreements.

**QUALIFICATIONS:**

**Recruitment Guidelines:**

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major work in urban planning, park administration/management, landscape architecture, horticulture, architecture, engineering or a closely related field.

**Experience:** Three years of professional experience in park development and planning for new and renovated facilities; including one year of experience in construction contract administration in a landscape architectural, architectural, engineering or other closely related field.

**Necessary Special Requirements:**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a professional design license (Landscape Architect, Architect, Civil Engineer or related field) is highly desirable.

**Highly Desirable Qualifications:**

- Three or more years of experience with preparation of construction documents and specifications for public park projects.
- Three or more years of AutoCAD, GIS and Photoshop experience in landscape architecture, architecture, or other closely related field.
- Experience in preparation of Park Commission or Council Staff Reports and making public presentations.
- Experience in project administration, planning, environmental review, budget estimating, conceptual design, and bid document preparation.

**SELECTION PROCESS:**

**DOCUMENTS REQUIRED AT THE TIME OF APPLICATION:**

- 1) Completed Employment Application
- 2) Completed Supplemental Questionnaire

**OTHER REQUIRED DOCUMENTS:**

Candidates invited to the Oral Examination must present their current professional design license (i.e Landscape Architect, Architect, Civil Engineer, or related field) at that time to move forward in the assessment process

***IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:***

*If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.*

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

**NOTE:** The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

***All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.***

***THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.***

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**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,  
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.riversideca.gov>

3900 Main Street  
Riverside, CA 92522  
951-826-5808

[cityjobs@riversideca.gov](mailto:cityjobs@riversideca.gov)

Position #17-7870-01  
SENIOR PARK PLANNER  
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**SENIOR PARK PLANNER Supplemental Questionnaire**

- \* 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.  
*(\*Do not refer to a resume in lieu of completing the supplemental questions).  
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*  
 I understand.
- \* 2. Please indicate the highest level of education you have completed.

- Less than High School Diploma or GED
  - High School Diploma or GED
  - Some college coursework completed (less than 59 semester units or less than 89 quarter units)
  - Associate's Degree (at least 60 semester units or 90 quarter units)
  - Bachelor's Degree (at least 120 semester units or 180 quarter units)
  - Master's Degree
  - PhD
- \* 3. Do you possess the equivalent to a Bachelor's Degree from an accredited college or university with major work in urban planning, park administration/management, landscape architecture, horticulture, architecture, engineering or a closely related field?
- Yes    No
- \* 4. Please indicate which area of major coursework you have completed from an accredited college or university as indicated above.
- I have not completed coursework equivalent to a Bachelor's Degree or greater
  - Urban Planning
  - Park Administration/Management
  - Landscape Architecture
  - Horticulture
  - Architecture
  - Engineering
  - Other
5. If you selected "Other" please specify the area of study for your degree.
- \* 6. Please indicate the amount of full-time professional experience you have in park development and planning for new and renovated facilities.
- None
  - Less than 3 years
  - 3 years or more
- \* 7. Please indicate the following regarding your experience listed above, or relevant work experience:
- Employer:  
 Job Title:  
 Years of Experience:  
 Examples of Duties: If you answered "None", please list "N/A"
- \* 8. Please indicate the amount of full-time experience you possess in construction contract administration in a landscape architectural, architectural, engineering or other closely related field.
- None
  - Less than 1 year
  - 1 year or more
- \* 9. Please indicate the following regarding your experience listed above, or relevant work experience:
- Employer:  
 Job Title:  
 Years of Experience:  
 Examples of Duties: If you answered "None", please list "N/A"
- \* 10. Please indicate the amount of full-time experience you possess with preparation of construction documents and specifications for public park projects.
- None
  - Less than 3 years
  - 3 years or more
- \* 11. Please indicate which, if any, of the following areas you possess at least 3 years of professional experience in a landscape architectural, architectural or other closely related field. Check all that apply.
- AutoCAD
  - GIS
  - Photoshop
  - None of the above
  - Other
- \* 12. Please indicate the amount of full-time experience you possess in preparation of Park Commission or Council Staff Reports and making public presentations.
- None
  - Less than 3 years
  - 3 years or more
- \* 13. Do you possess full-time experience in project administration, planning, environmental review, budget estimating, conceptual design, and bid document preparation?

Yes  No

- \* 14. Please indicate the following regarding your experience listed above in questions 10 - 13, or relevant work experience:  
Employer:  
Job Title:  
Years of Experience:  
Examples of Duties: If you answered "None", please list "N/A"
- \* 15. Please indicate which of the following professional design licenses you currently possess (check all that apply):
- Landscape Architect
  - Architect
  - Civil Engineer
  - Other related field
  - I do not possess a license
16. If you selected "other related field," please list the license here.
- \* 17. Please indicate the type of valid motor vehicle operator's license you possess.
- None
  - Class A
  - Class B
  - Class C
  - Out of State License
- \* 18. **Certification:** I understand that I cannot update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided full descriptions of my duties and responsibilities for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. Do not refer to a resume or other documentation, as it will not be reviewed in lieu of completing the Supplemental Questionnaire. **Note:** Employers and/or experience noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.
- I understand.
- \* Required Question