

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PARK PLANNER IV

Supplemental Questionnaire Required

Open and Promotional

Job # 25-GW8-01

Salary: \$9,013 – 11,403 / Month

Closing Date: Friday, April 4, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, work with a minimum amount of supervision to conduct park planning and acquisition studies; prepare projects for California Environmental Quality Act (CEQA) compliance; oversee master plan development and construction planning for parks and recreation facilities; prepare grant applications, construction documents, master plans and administer grant programs, design contracts and construction contracts; present oral and written communications to governing bodies and/or public gatherings; assign, schedule and review the work of subordinate staff; and perform other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

One year of park planning experience equivalent to a Park Planner III at Santa Cruz County.

Special Requirements: Possession of valid California class C driver license, or the ability to provide suitable transportation which is approved by the appointing authority (Additional for Park Planner IV). **Possession of**



a valid design license or certificate of registration as an architect, civil engineer and/or landscape architect from the State of California.

Knowledge: Thorough knowledge of the principles, practices and trends of park planning and development or of the specialty area to which assigned; statistical research methods as applied to the collection and tabulation of data affecting park planning; laws, ordinances and regulations governing park planning and development in California; parks design and cost estimating, including construction documents; grants and contract development and administration including inspection of construction projects; public project funding principles and procedures and capital project implementation; long range project planning practices; laws and regulations related to planning, zoning and environmental protection pertaining to park projects; and methods and procedures of land acquisition and data processing applications. Working knowledge of the community design process and policy formulation. Some knowledge of the principles and techniques of project leadership and review.

Ability to: Collect, analyze, compile, organize and present technical statistical and related information pertaining to park planning research; prepare concise written and oral reports; participate in park planning presentations before official bodies; provide services to the public in a courteous and effective manner; participate cooperatively and effectively as a contributing team member; prepare construction plans, charts, maps and other graphic illustrations; produce acceptable work commensurate with the level of appointment in an acceptable timeframe; establish and maintain effective working relationships with others; prepare and present studies, reports, requests for proposals, grant applications and concept plans; speak effectively before groups; understand, interpret, explain and apply laws, ordinances, rules, and policies, regulations and construction documents; prepare park concept plans, landscape construction plans, specifications and cost estimates; oversee and inspect park construction projects; learn to input, access and analyze data using a computer; present major planning studies analyses and reports to boards, commissions and committees; complete complex assignments, determine alternative choices and make recommendations; prepare clear and concise administrative and technical reports, resolutions, permit applications and environmental documents associated with park development, oversee the park master process from consultant selection to final approval; evaluate design proposals and construction documents prepared by others; provide leadership to team efforts, including public groups; track, monitor and advocate legislation; enforce common safety practices and procedures; act as a subject matter expert or resource; and assign, schedule and review the work of subordinates on assigned projects.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

PARK PLANNER IV – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience with long term planning and the development of strategic plans and/or Master Plans for parks. Please be specific about your role, the process you used, and the outcome of your efforts.
2. Please describe your experience with natural resources planning, climate resiliency and land management.
3. Describe your experience with complex planning and capital projects involving multiple jurisdictions, agencies and/or partners.
4. Please describe your experience in project management and/or construction management, including procuring and overseeing consultant teams and contractors, as well as managing competing priorities and deadlines to successfully deliver capital projects.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees’ Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com