

Join our team, Carlsbad is calling!



Parks Planning Manager



■ THE CITY

Come live where people vacation! With perfect weather, 7 miles of beaches, and over 60 miles of trails, this year-round staycation can be your daily living in the City of Carlsbad. Incorporated in July 1952, this Council-Manager-led coastal city is ideally situated 87 miles south of downtown Los Angeles and 35 miles north of downtown San Diego and home to a slate of global groundbreakers and transformative startups rivaling any big city in America. The City of Carlsbad provides opportunities for all.

■ THE DEPARTMENT

Following its mission to promote community health and wellness while building a culture that embraces change and continuous improvement, the Parks & Recreation Department of the Community Services Branch provides leadership, planning, and administrative services to help develop and sustain quality parks & recreation programs. The Department offers a wide range of programs and services for youth and adult sports, instructional classes, camps, aquatics, preschool, teens, seniors, and special events. The Department operates and maintains 4 community centers, a senior center, 2 aquatic centers, 2 historic sites, 13 community parks/school fields, 2 dog parks, 2 skate parks, 28 special use areas/neighborhood parks, 12 facility landscapes, 10 beach accesses, 37 miles of trails, 715 acres of habitat preserves and natural open space, 71 acres of future parkland, all city street trees, 68 acres of street median planters and 9 acres of street parkways. In addition, the Department administers the management and operations agreement for The Crossings at Carlsbad, an 18-hole championship municipal golf course and event facility. The Crossings at Carlsbad is a 6,835-yard par of 72 municipal golf course that includes a clubhouse complete with a golf shop, player's lounge, banquet facilities, spacious fireplace-lit dining room, full-service kitchen, outdoor deck with ocean views, and 3 miles of hiking trails. This department stays true to its vision to strengthen community connectivity through world-class offerings and exceptional customer service.

The department's current Capital Improvement Program projects (in various stages of planning, design and development) include Veterans Memorial Park, Poinsettia Community Park Dog Park, Village H South Dog Park, and the Calavera Hills Community Park Gateway. Pending Capital Improvement Program projects include Robertson Ranch Community Park and Zone 5 Park. City staff is in the process of soliciting community input in updating the Parks & Recreation Department's Master Plan; for more information about this plan, [click here](#).



WHAT'S YOUR SUPERPOWER?

Now hiring



PARKS PLANNING MANAGER

Under the direction of the Parks Services Manager, the Parks Planning Manager will supervise, plan, and administer the planning, design and development of open space and parks for recreational uses, including coordination of the Capital Improvement Program projects. This role will be responsible for supervising and performing landscape architecture work, assisting with bidding and monitoring of park and open space-related construction, and performing grant writing and long-range planning. This position supervises the work of the two FTE Parks Planners and additional contracted staff.

THE IDEAL CANDIDATE

The ideal candidate will be a great collaborator and team leader. He/she will use skillsets in contracts and technical expertise in parks management to guide the team in projects at all stages of the process. The successful incumbent will have experience taking a multi-million dollar project from start to finish, including public outreach, initial design reviews, environmental permitting, construction documents, etc. The ideal candidate will be a champion for staff development and transition easily from the office to the field to support the team. Experience in parks planning in a coastal zone with knowledge of California Coastal Commission requirements, drought tolerant planting/water-wise control practices, and national stormwater pollution prevention regulations will be an asset in this role.

Key Responsibilities

- » Assists in the planning and preparation and update to the Capital Improvement Program related to open space and park development for Director's review.
- » Assists in the management and implementation of the city-wide Trails System in accordance with applicable plans. Coordinate with other departments concerning issues of open space development and maintenance.
- » Assists in the implementation of the Capital Improvement Program related to open space and park development to ensure conformance to city policies and programs.
- » Coordinates and supervises the design, planning, land acquisition, and new construction of open space, parks, trails and recreation facilities.
- » Assists in the development of goals and objectives related to open space and park development.
- » Supervises and prepares landscape architectural plans and related cost estimates for landscaping, open space, and park improvements; reviews and approves plans consistent with State laws.
- » Monitors and reports on open space and park construction to ensure that projects are completed to city standards and to ensure consistency with master plans.
- » Coordinates and directs the performance of outside consultants and contractors; monitors construction schedule and cost controls in parks, trails and related projects.
- » Coordinates the processing of environmental and planning permits with the Community Development Department.
- » Makes written and oral reports, including preparation of staff reports to the Parks & Recreation Commission, Planning Commission, and City Council regarding preserves, open space and parks planning issues.
- » Conducts and participates on city committees and advisory groups, including public workshops with various neighborhood communities in the development of parks and trails projects.
- » Consults with city departments, contract architects, and engineers to integrate present plans and project with long-range plans.
- » Writes grant proposals and researches opportunities for funding of parks and trails project.
- » Supervises, trains, and evaluates staff as assigned.
- » Performs other related duties as assigned.

QUALIFICATIONS

Any combination equivalent to the experience and education that could 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 work in parks management, landscape architecture, urban planning, public administration, or a related field; and five years of increasingly responsible work in open space and parks development planning, local government landscape architecture or related planning experience.

It is highly desirable for the Parks Planning Manager to have or obtain a California Landscape Architecture License.

Knowledge of:

- » Principles and practices of open space and parks planning, design and development, and project management.
- » Principles and practices of landscape architecture.
- » Relationships among federal, state, and local planning programs.
- » City policies, goals, and plans related to open space and parks development.

Ability to:

- » Prepare plans, specifications, and cost estimates of parks amenities, landscaping and related improvements.
- » Collect, analyze, and interpret data pertaining to open space and parks development.
- » Properly interpret and make decisions in accordance with laws, regulations, and policies.
- » Communicate clearly and concisely, orally and in writing.
- » Establish and maintain cooperative relationships with city officials and employees, the general public, consultants, and representatives of other agencies.
- » Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- » Work well under pressure to meet deadlines.



YOUR COMMUTE

Now hiring



SALARY AND COMPENSATION

Parks Planning Manager: \$88,345 – \$121,432 Annually

Health and Wellness Benefits:

- » The City offers a wide range of medical plans to certain employees and their families, including CalPERS, BlueShield, Kaiser, Health Net, SHARP, Anthem, United, and PORAC. Employees are eligible to receive benefit credits by medical coverage level, or if waiving their insurance, eligible for a waiver credit.
- » Dental and Vision plans offered to the employee and their families.
- » City-paid Life Insurance up to \$400,000, and disability. Voluntary additional insurance is also available for purchase.
- » Fitness Reimbursement up to \$450 per fiscal year.

Vacation and Leaves:

- » The City observes 11 holidays, with 2 floating holidays per fiscal year.
- » Management employees will accrue approximately 2 weeks of vacation per year; previous time employed with a governmental agency may be considered for a higher vacation accrual rate based on the Management Compensation and Benefits Plan.
- » Executive leave of 64 hours per fiscal year.
- » City Employees accrue 97 hours of sick leave per year, with the ability to convert unused sick leave to CalPERS service credit upon retirement.

Additional Perks:

- » These positions may operate on an alternate (9/80) work schedule after the initial training period, with the potential for limited teleworking, with Director approval.
- » Participation in CalPERS retirement and voluntary deferred compensation.
- » Generous tuition reimbursement plan.

For a complete list of benefit offerings, [click here](#).

APPLICATION AND SELECTION PROCESS

This position is open until filled, first review of resumes will be: **November 30, 2022** however interviews may be scheduled at any time for quality candidates.

To submit your application go to <https://www.cpshr.us/recruitment/1949>

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues). Resume should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed. For further information contact:



Rachael Danke
CPS HR Consulting
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Website: www.cpshr.us

Resumes will be screened by the City with interviews scheduled during any time of the process. Qualified candidates will receive an invitation for a panel interview from the City's HR department, please ensure to check your SPAM filter or contact the recruiter.

