



**Quality Assurance Mission Statement:** Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

## **PLANNER – FULL TIME**

### **DEADLINE FOR APPLYING: Monday, January 30, 2023**

To apply online: <https://www.governmentjobs.com/careers/norfun/> or submit to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a District Employment Application (resume's will be accepted only with a completed Application), Questionnaire, and current DMV printout. Also include a sample of previous work with application. Current employees can submit an Employee Job Interest Form. The application or Job Interest form can be downloaded from the District's website at [www.norfun.org](http://www.norfun.org), Human Resource, Current Opportunities or request from the Personnel Office at 392-2000.

**BASIC FUNCTION:** Works closely with the design team to support drafting, design, mapping, planning, and construction administration needs for project development and project management for smaller projects. Assists in the organization and operation of the Capital Improvement Projects program. General construction inspections and coordination efforts. Assists with various levels of planning from local development to long-range planning. Work performed is of routine difficulty.

**STARTING SALARY RANGE:** \$20.13 - \$22.20

**MAXIMUM SALARY RANGE:** \$26.98

**QUALIFICATIONS:** College degree in Landscape Architecture, Geology, Planning, Civil Engineering, or related field. Prefer one year experience in CAD and one year experience in a construction related field. Training in site development drawings, irrigation plans, and landscape plans strongly desired. Or an equivalent combination of training and experience which provides the capabilities to perform the described duties. Requires a valid California Driver's License with a driving record within District safety standards. Candidate will work under direction of a licensed landscape architect for credits toward licensure if candidates so choose. Knowledge of computers and related software applications (Microsoft suite, and Adobe products); drafting software applications (AutoCAD and LandFX preferred); drafting techniques; GIS principles and practices; design skills strongly desired, must include a sample of previous work at the time of application; planning principles and theory; ordinances and regulations; research methodologies; report writing techniques; bidding procedures and contract administration; and knowledge of project construction practices and methods is important. Ability to work in close communication with the supervisor, co-workers, and others; perform work involving a degree of independent judgment, speed and accuracy; be a self-starter who is highly organized and detail oriented; problem solve with a solutions-based approach, seeing implications, possible complications and consequences, and responds with potential solutions; work under pressure; meet fast paced project timelines and take on diverse projects; follow oral and/or written instructions; read and verify information; communicate effectively verbally and in writing; be conscientious of deadlines; able to work in a team environment, understand division policies and procedures; and maintain the daily work schedules and be willing to adjust schedule to meet the needs of the department. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; be detail oriented; and respond appropriately to correction and feedback from a supervisor.

**CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:** An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical, functional capacity exam, and drug screen
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Driving record must comply with District safety standards.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Standard office environment and working conditions. Indoor work consists of sitting at a desk for long periods of time, constantly working with a computer, and other related office equipment, and regular communication with others either by telephone or in person. Outdoor work environment to include, operate a vehicle and related equipment, and walk from automobile to various locations, to include construction sites, parks and facilities. May carry or lift, up to 50 lbs. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DETAILED DUTIES AND RESPONSIBILITIES:** The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Performs routine and complex work in the design, mapping, layout and preparation for site development.
- Drafts site development designs from multiple sources that include sketches, notes, emails, computer generated, consultant files and verbal instruction.
- Correct drawings from red lined or other revisions.
- Produces final plans and specifications by computer suitable for multiple reproduction, bidding purposes and as-builts.
- Assists with the outlay and development of the District's maps in coordination with the County, surrounding cities and other agencies using ArcGIS and/or other mapping software.
- Consults with District staff in computer drafting and/or hand drafting for site development and provide designs as directed.
- Assists with construction inspection and coordination of development projects.
- Project management for smaller projects as assigned.
- Assists with planning related documentation such as CEQA, land development requests and Quimby Act, application completion and recordation, grant paperwork, board paperwork related to planning/projects and review and response for local planning correspondence.
- Maintain development fees and maintenance district documentation and assist in annual preparation of district tax assessments.
- Assists with public meeting preparation, documentation and attendance, listen to and address concerns, attend local agency meetings as applicable to the District, provide feedback and discussion.
- Utilizes personal computer for data analysis, report generating, documentation, project evaluation, preparation of correspondence, reports, layouts, charts, graphs, forms, and record keeping.
- Designs computer generated displays, charts, presentations, and graphs.
- Assists with research, compiling, summarization, distribution and recording of documents and data, and follow-up contact as required.
- Operates various office equipment to include computer, copy machine, fax machine and scientific calculator.
- Maintains the required training for the position.
- Attends all required meetings and trainings recommended by supervisor.
- Performs related duties as assigned or as the situation dictates.

**DISTRICT EXPECTATIONS OF THIS POSITION:**

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisor about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interacts with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

**AN EQUAL OPPORTUNITY EMPLOYER**







PERSONNEL OFFICE  
3825 Riverlakes Drive, Bakersfield, California 93312  
Office (661) 392-2000 www.norfun.org

## POSITION APPLYING FOR:

### APPLICATION INSTRUCTIONS

- Your further consideration for the position will depend upon the accurate information you provide on this application regarding your ability to meet or exceed the minimum requirements of the position. **This application must be filled out completely.** Incomplete or illegible applications will be rejected. Applications must be received in the Personnel Office no later than the date and time noted in the job announcement.
- Notify the Personnel Office immediately if you have a change of address, phone, or employer.
- You must submit any documents required with your application, (i.e.; typing certificate, DMV printout). Any material submitted during the application process becomes the property of NOR unless otherwise specified in the job announcement. Applicants who wish to retain copies must make their copies prior to submitting the materials.
- RESUMES may be added, but may not be substituted for completion of this application.**
- Please complete the Applicant Data Record. Avoid any other reference to religion, race, nationality or any other legally protected status.
- A separate application is required for each position.
- 

01/2018

### PERSONAL INFORMATION

<b>NAME:</b> _____	<b>APPLICATION DATE:</b> _____
<b>ADDRESS:</b> _____	
<small>Number Street</small>	<small>City</small>
<small>State</small>	<small>Zip Code</small>
<b>HOME PHONE:</b> _____	<b>BUSINESS/MESSAGE PHONE:</b> _____
<b>CELL PHONE:</b> _____	<b>E-MAIL:</b> _____

*The best number to reach you would be (check any that apply):* Home\_\_\_ Cell\_\_\_ Business\_\_\_ E-mail\_\_\_

Are you currently employed? Y <input type="checkbox"/> N <input type="checkbox"/>	May we contact your current employer? Y <input type="checkbox"/> N <input type="checkbox"/>
<b>HOW DID YOU HEAR ABOUT THIS JOB OPENING?</b>	
<input type="checkbox"/> Friend/Relative: _____	<input type="checkbox"/> District Website
<input type="checkbox"/> Other internet site	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other (please specify): _____
What date are you available to work: _____ Are you available to work Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> If unavailable for full time, please explain:	
What days and hours are you available to work?	
Have you ever applied to, work, or volunteered with NOR? Y <input type="checkbox"/> N <input type="checkbox"/>	
(check all that apply) Applied <input type="checkbox"/> Worked <input type="checkbox"/> Volunteered <input type="checkbox"/>	
<i>If yes; state dates, positions and reason for leaving.</i>	
List any different name(s) used:	
Do you have any friends or relatives working for NOR? Y <input type="checkbox"/> N <input type="checkbox"/>	<i>If yes, state name(s) and relationship:</i>
If hired, would you have a reliable means of transportation to and from work? Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <i>If no, describe the functions that cannot be performed.</i> Y <input type="checkbox"/> N <input type="checkbox"/>	
(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)	
Are you at least 18 years old? (if under 18, if hired, you will be required to provide a work permit) N/A <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you legally eligible to be employed in the United States? (proof of identity and eligibility will be required upon employment) Y <input type="checkbox"/> N <input type="checkbox"/>	

### AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin, color, religion, mental or physical disability, veteran status, medical condition, sexual orientation or any other legally protected status.

# EMPLOYMENT HISTORY (A Resume will not be a substitute for completing the information required in this section)

List all present and past employment for the **last 7 years starting with your most recent employer**. Include military service, volunteer activities, student period, or other special activities and also include any periods of unemployment. Incomplete information may exclude you from further consideration.

How many years experience have you had that would qualify you for this position, PAID: \_\_\_\_\_ UNPAID: \_\_\_\_\_

If any employment was under a different name, indicate name: \_\_\_\_\_

1. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? **Y**  **N**  **Later**

2. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? **Y**  **N**  **Later**

3. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? **Y**  **N**  **Later**

4. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
\_\_\_\_\_  
May we contact this employer? **Y**  **N**  **Later**

**Explain any gaps in work history:**

Have you ever been discharged or asked to resign from a job? If yes, explain: \_\_\_\_\_ **Y**  **N**

For additional experience, use an additional sheet of paper with the above information or complete the Additional Work Experience form

# EDUCATION, TRAINING, AND EXPERIENCE

High School-highest grade completed: \_\_\_\_\_ Graduated: Y  N  GED: Y  N  Name & location: \_\_\_\_\_

COLLEGES, UNIVERSITIES, BUSINESS OR TRADE SCHOOLS **LIST ALL APPLICABLE TO THIS POSITION.**

Name, Address, City, State, Zip	Course Of Study	# of yrs completed	Degree Or Diploma OR # of units completed

## ADDITIONAL INFORMATION

Other training, skills or experience **RELATED** to the position applied for: (computers, office machines, typing speed, foreign languages, special courses, machinery, etc...)

Professional License, Certificates, or Memberships **RELATED** to position: (Title/Registration #/Expiration Date)

Have any of the licenses or certificates listed above ever been revoked or suspended?

Y  N

If yes, state reason(s), date of revocation or suspension and date of reinstatement:

State any additional information you feel may be helpful:

## REFERENCES *List three persons not related to you who have knowledge of your work performance.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_ No. of Years Acquainted: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_ No. of Years Acquainted: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Occupation: \_\_\_\_\_ No. of Years Acquainted: \_\_\_\_\_

**PERSONNEL USE ONLY:**

**APPLICANT'S STATEMENT**

*Please read carefully and sign below*

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the District, and that no promises or representations contrary to the foregoing are binding on the District unless made in writing and signed by me and the District's designated representative.

I understand, also, that I am required to abide by all rules and regulations of the District throughout my employment. In addition, I understand that a job offer would be contingent upon the following: I must submit proof of U.S. citizenship or legal right to remain and work in the United States and a criminal records check will be required through fingerprinting. I may be required to pass a physical examination and / or alcohol and drug screen.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*North of the River Recreation and Park District may conduct reference and employment verifications prior to an offer of employment. Please sign the Disclosure Authorization and Release form below. It will be used when former employers request employee authorization prior to releasing employment information.*



**North of the River**  
recreation and park district

3825 Riverlakes Drive, Bakersfield, CA 93312 (661)392-2000 [www.norfun.org](http://www.norfun.org)

**DISCLOSURE AUTHORIZATION AND RELEASE**

**RE: REFERENCE CHECK FOR EMPLOYMENT**

**TO WHOM IT MAY CONCERN:**

I have applied for employment with North of the River Recreation and Park District. I hereby consent to the release of any and all information regarding my employment, job performance and any other pertinent information that you may have to any authorized employee, representative, or agent of North of the River Recreation and Park District. This information may be provided either verbally or in writing. This includes, but is not limited to, employment and education records and transcripts which you may possess, whether or not such records or information are confidential, privileged and/or of a derogatory nature.

In addition to authorizing the release of any information regarding my employment, I hereby direct you to release the requested information, records and/or transcripts upon request of the bearer. I understand that the information and records provided are for the official use of the District. I specifically and permanently waive any rights I may have to review or inspect any records, transcripts or information received during the course of the District's investigation.

I hereby release, hold harmless and indemnify you, as the custodian of any such records, my present and former employer(s), the District, and any educational institution which I may have attended, including all officers, agents, employees, representatives, or other personnel of any of those entities both individually and collectively, from any and all liability, damage, suits, actions or claims of whatever kind, that may directly or indirectly result from compliance with this authorization or any attempt to comply with it, by any person or party, whether such information is favorable or unfavorable to me.

A photocopy of this release form shall be as valid as the original. I acknowledge that I am entitled to a copy of this authorization and release of liability.

**SIGNATURE:**

**DATE:**





## APPLICANT DATA RECORD

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

AGE: \_\_\_\_\_ Male  Female

To further its commitment to Equal Employment Opportunity, the District requests that applicants voluntarily provide the following information. This data will be kept in a confidential file separate from the Application for Employment solely for research purposes only to help us comply with government record keeping, reporting and other legal requirements. All information will be used in accordance with the state and federal regulations. Your cooperation in providing this information is essential to the success of the research and evaluation program.

RECRUITMENT RESEARCH: We would appreciate information on how you heard about this job opportunity in order to help us determine what the most effective recruitment source is. Please check one or more.

- |  |  |
|--|--|
| <input type="checkbox"/> Walk-in                       | <input type="checkbox"/> School          |
| <input type="checkbox"/> NOR Website (norfun.org)      | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Other internet site (specify) |  |
| <input type="checkbox"/> Newspaper (specify)           |  |
| <input type="checkbox"/> Friend/relative (name)        |  |
| <input type="checkbox"/> Employment Agency             |  |

EDUCATION: (Please check the highest level achieved):

- |  |  |
|--|--|
| <input type="checkbox"/> Not a HS Graduate | <input type="checkbox"/> College Degree: _____ |
| <input type="checkbox"/> HS Diploma/GED    | _____  |
| <input type="checkbox"/> Some College      |  |

ETHNIC ORIGIN: (Please check one)

- |   |   |
|---|---|
| <input type="checkbox"/> White / Caucasian        | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Black / African/American | <input type="checkbox"/> Asian / Pacific Islander         |
| <input type="checkbox"/> Hispanic                 | <input type="checkbox"/> Other:                           |
| <input type="checkbox"/> Filipino                 |   |



**APPLICANT NAME:** \_\_\_\_\_  
**APPLICATION DATE:** \_\_\_\_\_

**ADDITIONAL WORK EXPERIENCE**

5. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
 \_\_\_\_\_  
 May we contact this employer? **Y**  **N**  **Later**

6. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
 \_\_\_\_\_  
 May we contact this employer? **Y**  **N**  **Later**

7. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
 \_\_\_\_\_  
 May we contact this employer? **Y**  **N**  **Later**

8. **Company Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Type of Business:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Job Title:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_ **FT**  **PT**  **Seasonal**  **Volunteer**   
**Work performed:** \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_  
 \_\_\_\_\_  
 May we contact this employer? **Y**  **N**  **Later**

*Explain any gaps in work history:*

Additional Information: