



CLASS SPECIFICATION

Class Code: 4036
Date Est: 05/1979
Last Rev: 09/2018
Last Title Chg: 01/1986
FLSA: non-exempt
Probation: 12 months

PARK PLANNER

DEFINITION

Under general supervision, performs current and long range professional park planning duties for the County's park system, which consists of regional parks, trails and open space; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in park and recreation management, natural resource management, landscape architecture, engineering, geography, geographic information systems or a related field AND two years of full-time experience in park and recreation planning, design and development; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, review and assist in the development of park improvement plans and the County Master Plan.

Design, update and implement master plans, amendments and studies in areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development and zoning regulations and ordinances.

Consult with applicants on development proposals, applications and reports as appropriate; review tentative maps for subdivisions, development applications, site plans, building permits, regulatory zone and master plan amendments, code amendments and other planning proposals; review requests relating to ordinances and policies for compliance.

Plan and implement proposed new park sites, evaluate potential sites, determine opportunities and limitations, and recommend site development that will best meet the needs, interests and concerns of the community.

Supervise environmental, natural, cultural or historic resource assessments when needed on County property.

Prepare and administer federal and state grant applications.

Review land development applications and proposals to determine their impact on the County park system's long-term goals and objectives, and develop recommendations on how to best accommodate property disposal, acquisition and development.

Negotiate the terms and conditions of contracts for land acquisition and disposal, and work with design and engineering consultants to ensure that Regional Park System objectives are met without undue costs to the County.

Make presentations before governing bodies and neighborhood and community groups on behalf of the department; provide information, respond to questions and collect information on community needs, concerns and interests.

Participate with other agencies in developing the County's Regional and Open Space Master Plan, as well as regional and multi-jurisdictional areas as identified in regional, state and federal plans.

Identify property suitable for park development through analysis of the surrounding community and environment, and apply national standards to pick sites that will be most beneficial to community interests.

Maintain records and prepare reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Regional Parks and Open Space programs, operations and administrative policies and procedures, including the adopted Washoe County Regional Open Space and Natural Resource Management Plan.

Local codes, regulations, ordinances and area and regional planning policies and goals pertaining to land use and park planning and development.

Ability to:

Perform a wide range of complex park planning and development projects with minimal guidance and supervision.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles, practices and methods of park planning as applied to park/recreation area design, construction and maintenance.

Techniques used in identifying proposed areas for park and recreation purposes.

Principles of natural resource management and ecology.

Documents and procedures used in construction contracts and park projects.

Methods and techniques of construction and project administration.

Grant writing and management.

Ability to:

Perform park site evaluation and planning.

Design and implement master plans and studies concerning areas such as parks, open space, trails, natural resources, land use and transportation, and public services and facilities.

Assist in preparing scopes of work, cost estimates and bid documents for park projects.

Collect, compile and evaluate data and make appropriate recommendations.

Develop and prepare comprehensive reports.

Read, interpret and apply planning codes, regulations, policies and other technical material.

Make effective presentations to a variety of groups and organizations, including Planning Commission, Board of County Commissioners and other government and advisory boards and agencies; facilitate workshops with departments, committees and other related entities involved in various planning issues

Maintain effective working relationships with other staff, consultants, governing bodies, neighborhood/community groups and public agencies.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit, stand and walk for extended periods. Ability to frequently stoop and kneel. Ability to operate office equipment, including computer, telephone, calculators, copiers, and FAX machine. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.