

CITY OF COVINGTON JOB DESCRIPTION

<u>Job Title:</u>	Parks Planner
<u>Department:</u>	Parks & Recreation Department
<u>Reports To:</u>	Parks & Recreation Director
<u>Overtime Classification:</u>	Exempt
<u>Date:</u>	June 2013

Definition:

Responsible for a variety of park planning activities, including the planning and funding coordination of parks, natural areas, open spaces, wildlife habitats and other recreational projects, facilities and spaces (e.g., trails) throughout the city. This position will likely have frequent contact with the general public for project and neighborhood association information sharing, park acquisition, or partnership for project funding, design, and construction.

This position is FLSA exempt and may occasionally require work that falls outside of the normal work week schedule, including attendance at night meetings, without additional compensation.

Supervision:

Work independently under the supervision of the Parks & Recreation Director.

Essential Job Functions:

- Develop planning and vision documents that direct departmental efforts in the funding, acquisition, development and programming of major parks and recreation capital improvement projects, including parks, trails, greenways, wildlife habitats and special recreational facilities.
- Assist in the development and update of city plans, including the Parks, Recreation and Open Space Plan; Comprehensive Plan; and parks Master Plans.
- Assist in the planning and preparation of the department's Capital Improvement Program (CIP) budget. Monitor the CIP budget according to established procedures; update as required. Research and establish long-term project budgets and forecast funding impacts.
- Develop detailed project scopes of work, task and cost estimates, and resource identification for proposals on parks and park facilities planning and pre-design projects requiring outside consulting assistance. Coordinate and participate in the selection of consultants. Prepare, negotiate and monitor contracts and consultant services to ensure compliance with specifications, timelines, city regulations and policies. Recommend payments to contractors on projects, as appropriate.
- Review projects for compliance with the Growth Management Act and the city's Comprehensive Plan, assuring requirements are met. Plan, research and present reports of project status.
- Prepare, write and administer grants for park and open space acquisitions and facility developments.
- Maintain project records.

- Assist in the preparation of complex reports, including statistical information and grant reports. Ensure timely preparation and presentation of project budget and progress reports. Coordinate with the city attorney to minimize legal challenges and issues.
- Gather information, make presentations and/or give staff reports to city commissions, the city council, community groups, or representatives of other agencies.
- Coordinate community/public involvement programs to include property owners, neighborhood associations, and other interested parties. Facilitate meetings in order to gather information and/or review and secure support for park and recreation projects. Coordinate these meetings with city commissions and the city council, and/or deliver input gathered from these meetings to the commissions and council, as directed.
- Provide staff support to the city council, commissions, committees and citizen advisory bodies, as assigned.
- Create and sustain meaningful and mutually beneficial partnerships with other public agencies, the private sector, and private non-profit organizations to achieve community goals for acquisition, development and programming.

Non-Essential Job Functions:

- Participate in interdisciplinary teams for planning or capital projects required by other departments or agencies.
- Perform other related duties, as required.

Qualifications:**Knowledge of:**

- Current principles, practices, methods and techniques for park system and site planning and facility design.
- Principles and practices of Capital Improvement Project planning, scheduling and management.
- Analysis of proposed park construction projects to generate effective feasibility recommendations.
- Current construction methods, costs and cost estimating.
- Preparation of parks planning and pre-design Requests For Proposals, establishing selection criteria, and the consultant/contractor selection process.
- Grant writing and administration.
- Project and municipal budget preparation and management.
- Land acquisition practices.
- City government functions and policies.
- Customer service, problem-solving and conflict resolution skills.
- Operation of a personal computer and various current software programs necessary to accomplish job duties.

Ability to:

- Plan and organize multiple projects concurrently and establish priorities in order to maintain project schedules.
- Develop and maintain project budgets.
- Gain funding commitments through advocacy and persuasion.
- Design, plan and oversee short- and long-range planning and pre-design projects.
- Communicate in a clear and concise manner, both orally and in writing; present progress reports with clarity to groups containing members having varying degrees of exposure or experience to subject matter.
- Communicate policy in a persuasive, informative and diplomatic manner.
- Interpret information or concepts, as well as standard legal documents, effectively to resolve problems and make appropriate decisions.

- Comprehend and compose an array of information, including technical information, and present such information using a variety of media and formats in a manner that effectively informs, instructs, diagrams, trains and/or solicits input.
- Effectively utilize necessary computer software to fulfill job responsibilities.
- Work independently while maintaining adequate communication with supervisor.
- Work under pressure with interruptions and challenging deadlines.
- Organize and prioritize work assignments.
- Establish and maintain effective and cooperative working relationships as a member of a service-oriented team.
- Deal effectively with the public. Deal effectively and tactfully with angry persons.
- Attend evening meetings, as necessary.
- Physical ability to perform essential job functions.

Education and Experience:

Minimum Criteria:

A Bachelor's Degree in Landscape Architecture or Park Planning; or a related design, planning or construction management degree. Two (2) years increasingly responsible related work experience. Any combination of experience and training that provides the candidate with the knowledge, skills and abilities to successfully perform the job, including a sufficient amount of additional work experience in lieu of a degree, may be considered.

Preferred Criteria: *(In addition to Minimum Criteria)* No preferred criteria.

Special Requirements:

- Successful completion of a pre-employment background and reference check, including the Washington Access to Criminal History (WATCH) report.
- Possession of a valid Washington State driver's license, or the ability to obtain a Washington State license within one month, with a satisfactory driving record.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing. Subject to frequent interruptions.
- **Frequent Demands:** Standing, walking, carrying files and boxes, twisting above the waist and bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.
- **Occasional Demands:** Driving, lifting, climbing stairs and ladders, pushing/pulling, working at heights/balancing, crouching, kneeling, squatting, reaching below the knees, grasping, foot controls. Possible exposure to fumes, dust and odors.
- **Environmental Factors:** Office environment with low noise levels. A large portion of employee's time is spent indoors, but field visits will occur, which could involve walking on rugged terrain with exposure to outside weather conditions.