

## **CLASS TITLE: PARKS PLANNER**

**PURPOSE OF THE CLASSIFICATION:** Under direction, performs professional park design work and short- and long-range planning focused on the construction and improvement of City parks and recreational facilities, and develops and implements comprehensive plans, procedures and programs, and other related duties as assigned.

### **ESSENTIAL TASKS:**

- Plans, organizes and conducts park, land use and urban design studies, researches data, analyzes conditions, prepares graphics and written reports for park land use proposals.
- Uses, interprets and prepares maps, plans, charts, or other graphic illustrations
- Maintains maps, files, and databases concerning parks
- Prepares detailed graphics, reports, and presentations for a wide range of development projects
- Prepares conceptual drawings, specifications and park plans for park projects
- Prepares materials for inclusive, collaborative and meaningful public engagement efforts in the community to facilitate the development of park plans
- Serves as liaison with division heads, private contractors, planning and permitting staff, and other departments involved in parks projects
- Evaluates the condition of existing facilities and makes recommendations for improvements
- Produces cost estimates for projects
- Presents to the public and various groups interested in park development and receives feedback to utilize in the process of planning for parks amenities and comprehensive plans
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in landscape architecture, parks administration, urban planning or a closely related field; and three (3) years of progressively responsible experience with parks or urban planning, administration, or design work; or an equivalent combination of training or experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the principles, practices, methods, and trends of park planning and design; good knowledge of GIS software applications, GPS data collection and analysis and CAD; knowledge of the theory and practice of park management; knowledge of the methods and materials used in light construction work; knowledge of parks design and cost estimating, including construction documents; knowledge of statistical research methods as applied to the collection and tabulation of data affecting park planning; knowledge of long-range project planning practices; knowledge of laws and regulations related to planning, zoning and environmental protection pertaining to park projects; knowledge of spreadsheet and word processing software. Ability to analyze social and physical problems of parks and to formulate effective solutions; ability to bring planning assignments to completion through the formulation of creative planning solutions; ability to strategize, coordinate, and implement short- and long-range goals for park construction and improvement; ability to evaluate existing facilities and make sound recommendations for improvements; ability to plan, design, layout, and prepare specifications for complex park projects; ability to speak effectively to large and small groups concerning park projects; ability to communicate effectively both verbally and in writing; and the ability to utilize high level interpersonal skills in order to understand, select, develop and motivate people at any level within or outside the organization; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds with occasional lifting and carrying up to 10 pounds; occasional pushing and pulling up to five pounds; may be subject to

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walking, standing, sitting, reaching, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators Driver's License. Possession of a valid design license or certificate of registration as an architect, civil engineer and/or landscape architect preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and requires some travel to various City park locations to inspect natural, wooded sites for future facility construction.

**Class Code: 2618**

**EEO Code: N-02**

**Pay Code: AT-36**

**Group: Engineering, Planning and Technical**

**Series: Parks & Recreation**

**Effective Date: February 19, 2020**