



JOB DESCRIPTION

Position Title: Park Planner
Status: Full Time, Salaried, Exempt
Salary Grade: 26

Job Content:

- I. Overall purpose of this position:
 - Perform various planning and mapping functions including research, comprehensive and regional planning, resource management planning and land acquisition planning.
 - Identify potential grant sources for capital improvement and land acquisition projects. Develop and coordinate the grant applications and administration necessary for compliance work related to those grants.
 - Assist with the implementation of capital improvement projects.
2. Major activities, which must be performed in order to carry out the purpose of the position as described above:
 - A. Interact with local communities, regional agencies and general public by assisting in the development of long-range regional natural resource planning and providing assistance on existing and future parks and recreational sites.
 - B. Assure the development and updating of Park District comprehensive master plan, land acquisition plan and individual park master plans.
 - C. Assist with the development and updating of Park District resource management plans.
 - D. Perform property, deed and other technical research. Coordinate boundary surveys and recording and filing of deeds, easements and agreements related to property management.
 - E. Obtain, map, analyze and interpret Geographic Information Systems (GIS) data.
 - F. Assist planning staff with the development and implementation of capital

improvement projects.

- G. Create clear, graphically effective maps and presentation graphics for planning and illustrative purposes using AutoCAD, GIS, Adobe Illustrator/Photoshop and manual techniques and coordinate and maintain map based graphic standards.
- H. Represent the Park District by making public presentations and promoting planning projects.
- I. Assure compliance with risk management and safety programs.
- J. Serve as a liaison with outside consultants, communities and organizations.
- K. Utilize GPS (Global Positioning System) to map and store detailed site information.
- L. Perform land acquisition, land use, planning, policy and zoning research as required.
- M. Supervise and mentor planning interns.
- N. Coordinate and lead the activities of grants that support land acquisition and capital improvement projects along with developing procedures to ensure compliance with grant conditions. Identifies potential funding and grant sources and provides proposals for funds for current projects and defends grant applications to decision making committees.
- O. Conduct special studies and prepare plans, reports and presentations as assigned.
- P. Serves as a member of the Planning and Development team, providing assistance and support as needed.
- Q. All other duties as assigned.

Qualifications:

- 3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:
 - In-depth knowledge of comprehensive mapping, planning typically acquired through Bachelor's Degree in Regional, Environmental, Urban Planning, Landscape Architecture or related field. Understanding of planning and design of recreation and natural resources spaces.
 - High level of computer skills:ESRI ArcGIS (GIS), databases, graphic map conventions, Internet, PowerPoint spreadsheets, spreadsheets and word processing.

- Knowledge of fundamental drafting techniques, computer aided drafting and graphic design.
- Familiarity with use and operation of a Global Positioning System (GPS) unit.
- Demonstrated interpersonal skills: ability to work with all skill and professional levels.
- Oral and written communication skills; public speaking skills.
- Ability to make informed decisions and problem solve.
- Analytical and organizational acumen..
- Strong organization skills.
- Valid Ohio driver's license.
- Demonstrated emotional intelligence to include: demonstrated self- awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, trust and consistency with everyone.

3B. Essential Physical Demands and Working Environment:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), see, talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may be occasionally exposed to moving mechanical parts; extreme outside weather conditions including temperature, humidity and wet.

3C. Previous positions that are necessary background experience to qualify for this position:

- Moderate level (2+ years) of planning experience, preferably in the public sector, coupled with planning skills with demonstrated computer knowledge and practical field knowledge of necessary park recreation and natural resource management.

CONDITIONS OF CONTINUED EMPLOYMENT:

- Must successfully complete a one-year probationary period.