

PARK PLANNER II

NATURE OF WORK

This is advanced professional work in the planning, design and development of park land and recreation facilities.

Work involves management of complex projects involving professional architectural and/or engineering consultants; routine and complex projects related to the development of public parks, trails and recreation facilities; and preparation of plans, cost estimates, specifications and bid documents for park and recreation projects. Work is performed with considerable independence, although reviewed and approved by an administrative superior. May supervise subordinate professional staff and student interns.

EXAMPLES OF WORK PERFORMED

Prepares park master plans; includes participation and input by community residents and organizations.

Manages all phases of complex capital improvement projects including programming, consultant selection, preliminary design and cost estimates, design development, bidding, contract administration and budget management.

Prepares plans and specifications for routine park improvement projects including park landscape projects, playgrounds, picnic areas, play fields, play courts and building renovation or maintenance projects; coordinates bidding and construction of projects.

Administers Neighborhood Self-Help Program.

Reviews land use development applications and prepares comments regarding consistency with regulations and policies related to parks, street trees, community recreation facilities and commuter/recreation trails.

Provides staff support to citizen advisory committees.

Researches and prepares grant applications and administers grants for parks and recreation facility development projects.

Researches and prepares oral and written reports and studies.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of park planning and recreation facility programming and design.

Considerable knowledge of landscape planting design principles and practices.

Considerable knowledge of site and building construction materials, methods and processes.

Knowledge of site surveying principles and practices.

Knowledge of purchasing procedures and policies.

Knowledge of land use planning, land subdivision, and land use permit application processes.

Ability to effectively manage multiple projects with varying priorities, and to accomplish work within specified time frames.

Ability to plan and implement public involvement processes which allow citizens to have meaningful involvement in planning of public projects.

Ability to effectively manage complex projects from initial concept to final implementation.

Ability to apply professional planning principles, practices and techniques to a wide variety of routine and complex problems and assignments.

Ability to effectively express ideas clearly and concisely, utilizing visual, verbal and written techniques, to groups and individuals.

Ability to establish and maintain effective working relationships with co-workers, the general public, appointed committees, professional consultants and contractors.

Ability to develop work programs, evaluate performance and provide meaningful direction to subordinate staff.

Ability to effectively utilize word processing, spreadsheet and computer-aided drafting programs.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with a professional program in landscape architecture, architecture, urban planning/design or civil engineering and considerable progressively responsible experience in landscape architecture, park and recreation planning or civil engineering. Registration with the State of Nebraska as a registered civil engineer, architect or landscape architect is desirable, but not required.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in landscape architecture, architecture, urban planning/design or civil engineering plus progressively responsible experience in landscape architecture, park and recreation planning or civil engineering; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by:

Department Head

Personnel Director

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