

PARK PLANNING ASSISTANT

NATURE OF WORK

This is responsible, technical work assisting project managers with planning and implementing park, trail and greenway improvement projects.

Work involves collecting, recording and reporting information associated with grants; coordinating public involvement processes for projects and programs; researching materials and supplies related to project development; researching property records; and coordinating the Neighborhood Self-Help program including organizing projects and associated volunteer labor. Work involves regular contact with the public through public meetings and through park construction projects involving volunteers. Work is performed with considerable independence, although reviewed and approved by the Planning and Construction Manager and the Natural Resources Manager.

EXAMPLES OF WORK PERFORMED

Collects and records data and performance outcomes; prepares grant reports, consistent with requirements of grantors, for review and approval by project manager.

Assists in collection of information and preparation of grant proposals for park, trail and greenway improvement projects.

Researches property information, including working with electronic records and the Register of Deeds office.

Prepares project newsletters and other written materials.

Develops and periodically updates mailing lists for public meetings, newsletters and project updates.

Organizes public meetings, including public notification; creates presentation materials for public meetings.

Researches and reports on materials and supplies related to project development.

Coordinates the Neighborhood Self-Help Program including preparation of informational materials, receiving and prioritizing funding requests, ordering materials and supplies, and organizing project construction including volunteer labor; monitors budget expenditures.

Develops and maintains a database inventory of playground improvements.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of written communications, including technical report writing and business correspondence.

Knowledge of project planning processes.

Some knowledge of property record information.

Some knowledge of graphic information system computer programs.

Ability to collect, record and compile data relative to grants.

Ability to organize public meetings and public involvement processes.

Ability to conduct research and provide written and/or verbal summaries.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain harmonious and effective working relationships with co-workers and the general public.

Ability to manage a work program involving multiple projects with varied priorities.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in communications, environmental design or related field plus six months of training or job experience with computer desktop publishing and database programs; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license with operating a vehicle is necessary to the satisfactory performance of assigned duties.

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