SNOHOMISH COUNTY CLASS SPECIFICATION

PARK PLANNER, ASSOCIATE

Spec No. 3099

BASIC FUNCTION

To perform a variety of support activities for the park planning and development functions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists Park's division planning staff in the formulation and administration of policies and procedures to facilitate dedication and development of park lands.

2. Conducts site selection, site analysis, and preliminary master planning for various park development projects.

3. Assists in the preparation and review of various environmental impact and park facility documents as directed.

4. Conducts special park design and development projects as assigned.

5. Prepares project presentation material; may present plans and designs to the Park's Advisory Board, and attend meetings with departments, agencies and the public as directed.

6. Prepares and reviews park site and facility designs.

7. Accomplishes the layout of park facility and landscape plans, and may supervise the installation of landscape plant material as required.

8. Assist in the preparation of landscape architectural and engineering documents using AUTOCAD software or equivalent.

9. Grant writing administration and long range planning

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in Landscape Architecture, outdoor recreation planning, environmental planning, construction management, or related fields; AND, one (1) year experience in environmental or park and recreation planning work preferred; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Background or skills in biological sciences or environmental studies is strongly desired. Formal education or work-related experience in word processing, general computer literacy, the use of AUTOCAD/LANDCAD computer software is desirable. Must pass job related tests.

SPECIAL REQUIREMENTS
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A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- current landscape architecture and environmental planning, theory, principles, practices and procedures;
- planning theories, principles, practices and procedures;
- graphic techniques and methods relating to landscape architecture;
- principles of landscape architecture as they relate to the development and maintenance of landscape projects;
- construction management and practices
- AUTOCAD and other design software

Ability to:

- write clear and concise correspondence and reports;
- speak effectively to public groups;
- follow written and oral instruction;
- carry out research and analysis and compile results in easily understandable form;
- skill in the use of graphic materials and equipment;
- work independently and take lead on assigned projects

PHYSICAL REQUIREMENT

Physical mobility to conduct site selection. Speaking to make presentations before public groups. Hearing, seeing, walking and manual dexterity is associated with this classification as it is currently performed.

SUPERVISION

Supervision is received from a professional or administrative superior who makes assignments, observes work progress, and is available for consultation and advice on difficult problems.

WORKING CONDITIONS

Usual office environment with field trips to various county operations throughout Snohomish County as necessary.
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Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. 

EEO policy and ADA notice

Class Established: December 1988
Previous Spec No.450498
Revised January 2013
EEO Category: 2 – Professionals
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous