

SNOHOMISH COUNTY CLASS SPECIFICATION

PARK PLANNER, SENIOR

Spec No. 3101

BASIC FUNCTION

To coordinate staff research, planning and design functions for the acquisition and development of park and recreation facilities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, completes and/or supervises work activities associated with Park and Recreation facility planning and design.
2. Develops and recommends park planning study objectives and coordinates the comprehensive Park and Recreation Plan Process.
3. Researches, studies, evaluates, and participates in the development and completion of park site-analysis, master plan proposals, or other major facility planning/design projects.
4. Prepares and/or coordinates construction and landscape planting bid specifications and documents; may monitor layout and installation of project or contract items with consultants and contractors.
5. Reviews, recommends, and prepares the annual Capital Improvement Program; reviews, comments on and processes environmental reviews and various permit applications such as Shoreline Management, HPA, Corps of Engineers, and DNR Forest Practice; assists in HUD Block Grant and IAC Grant applications.
6. Develops and coordinates various site, facility, architectural and landscape graphics, and oral or written presentations as required.
7. May respond to, and resolve, park planning and design-related conflicts and questions from the general public, private offices, and government officials, relative to park code interpretations, permit processes, and departmental policies.
8. Organizes and conducts public meetings regarding park planning and design matters.
9. Performs administrative duties and special projects as assigned.
10. Represents the Parks and Recreation Division at hearings and public meetings as required.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in landscape architecture, architecture, park and recreational planning, or related fields; AND, two (2) years experience directly related to park design and/or construction work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- current landscape architectural theory, principles, practices and procedures;
- park 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;
- county, state and federal codes, laws and standards;
- office management, supervisory and accounting principles and procedures.

Ability to:

- initiate, organize and work independently on all levels of park and recreation site, facility, and comprehensive planning;
- analyze and solve problems associated with park projects, policies or issues;
- plan, schedule and supervise park planning, design and construction staff efforts;
- write clear and concise correspondence and reports;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- speak effectively to public groups;
- carry out research and analysis and compile results in easily understandable form;
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public;
- skill in the use of graphic materials and equipment

SUPERVISION

Employees function under the administrative direction of the Parks Manager. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending community meetings and public hearings and making site visits.

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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: August 1988

Previous Spec No.450497

Paygrade: 242 - Classified Pay Plan

EEO Category: 2 - Professional

Workers Comp: 5306 Non-Hazardous