

# PARK PLANNER

## DEFINITION

Under administrative direction, to do professional planning for the development of parks and for the construction of park facilities; and to do related work as required.

## EXAMPLES OF DUTIES

Prepares master development plans for parks and grounds; prepares drawings and specifications, site analyses and reduces field survey notes; plans and coordinates construction work such as for retaining walls, spillways, boat ramps, beach facilities, seeding and sodding areas, tree planting and similar projects; inspects construction work for compliance with plans and occasionally supervises construction; prepares annual development budget and assists with total budget preparation, including assisting with its presentation to the Park Commission, Finance Committee and the County Executive; makes recommendations on policy, land acquisitions, long and short range parks planning, and usage of natural resources areas and recreational facilities; prepares correspondence and makes oral presentations to park users, contractors, other departments and public agencies; checks property, boundary descriptions and deed conditions in cases of sale, transfer or gift of property to the County.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from college with major work in landscape architecture, landscape engineering, planning or a closely related field, and three years of experience in County planning or parks planning.

Knowledges and Abilities: Knowledge of the principles and objectives of land use and of park and recreational planning; knowledge of federal, state and local laws and regulations governing county-wide park planning; sufficient knowledge of engineering mathematics to make calculations and prepare specifications for park structures, roadway grading, and to reduce field survey notes; ability to prepare technical reports and graphic presentations; ability to prepare and justify proposed budget expenditures; ability to prepare a master development plan for parks and recreation areas; ability to read and interpret legal property descriptions; ability to make oral and written presentations; ability to maintain effective relationships with higher officials, with employees, and with the general public.