

CITY OF SALINAS

RECREATION AND PARK FACILITIES PLANNER

BARGAINING UNIT/CLASS CODE:

AMPS / C17

DEFINITION

To plan, organize and perform work in the planning, design and development of parks, open space, and recreation facilities; to provide highly technical staff assistance.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level administrative class. Work involves regular application of professional knowledge and skills in the planning and development of parks, open space areas and recreation facilities; and requires the ability to exercise independent judgment in a lead role of carrying out complex projects and assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy City Manager and/or Recreation-Parks Superintendent. May exercise technical and functional direction of technical or clerical staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Conduct park, recreation facility and open space planning, including land use studies and master plan development. Prepare or coordinate preliminary site plans, construction drawings and specifications. Coordinate park facility acquisition and development projects with appropriate City departments and other local, state, and federal agencies. Prepare and administer professional service and other type contracts related to facility design and development. Negotiate agreements between jurisdictions, organizations and private entities relating to the acquisition and development of recreation facilities. Assist in coordinating and administering grants and contracts from state and federal agencies for park facility acquisition and development. May serve as Division representative in the City's development review process. May serve as City's representative in the coordination and development of commercial recreation user. Perform research and assist in preparing Division budgets. Meet with and make presentations to interested public organizations and individuals concerning the proposed acquisition and development of parks, open space and recreational facilities. Prepare a variety of technical reports, correspondence and records. Promote and develop safety in the work place. Serve as Division representative at conferences and meetings related to park, open space and recreation facility acquisition and development. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment and occasional need to walk on uneven, rough or muddy surfaces while inspecting park development sites; physical strength to lift up to 20 lbs. and occasionally up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
RECREATION AND PARKS FACILITIES PLANNER (continued)**

WORKING CONDITIONS

The primary work is conducted in a business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally, work requires site inspections on construction sites involving uneven, muddy and rough surfaces and enduring changing weather conditions.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive planning, design and development of parks, open space and recreation facilities. Project development and management processes. Principles and practices of land valuation and public land acquisition laws and procedures. Principles and practices of public administration, municipal accounting and budgeting. Principles of project cost estimating.

Ability to:

Identify, analyze, and interpret parks, open space and recreation facility needs. Plan, design and administer parks and recreation facility development. Assist in the development and updating of codes, ordinances and policies pertaining to the development of recreation facilities. Develop, coordinate and administer state and federal grants and other department contractual relationships. Complete research and prepare comprehensive reports. Communicate effectively verbally and in writing. Prepare accurate cost estimates and project budgets. Negotiate technically complex land use agreements with public agency and private business representatives. Establish and maintain effective working relationships with the public, consultants and other City department representatives. Organize and carry out an effective citizen involvement program in the development of parks open space and recreation facilities. Exercise independent judgment and carry out projects from conception to completion with limited direction.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to a bachelor degree from an accredited college or university with major course work in urban planning, landscape architecture or a related field; and four (4) years of planning experience, three (3) of which must be at the professional level and include at least one year of supervision experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-87, REV: 2-94, REV: 10-05, REV: 2-07