



## City of Denton Job Description

<b>Title:</b>	<b>Park Planning Manager</b>
<b>Position ID:</b>	<b>GS4116-402001</b>
<b>Department/Division:</b>	<b>Parks &amp; Recreation</b>
<b>Reports to:</b>	<b>Assistant Director of Parks &amp; Recreation</b>
<b>FLSA Designation:</b>	<b>Exempt</b>
<b>Safety Sensitive:</b>	<b>Yes</b>
<b>DOT:</b>	<b>No</b>

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**Definition:** Under the general direction of the assistant director, manages the work of professional and technical personnel engaged in park planning activities. Develops project objectives, defines scope of work, development programs, design guidelines, comprehensive site plans, and capital project budgets.

### **Essential Functions:**

- Develops and implements the department capital improvement plan related to parks, park facilities, public lands, playgrounds, athletic fields, recreation centers, shelter houses, bikeways, nature trails, art installations, storm water infrastructure, and specialized facilities.
- Administers capital improvement projects including selection and management of design consultants, construction bidding process, and construction management.
- Assists the Director and Assistant Directors in the development and implementation of long-range goals and objectives for the Department incorporating the department's vision, mission and recommendations and action plan from the department's master plan and any additional guiding documents.
- Conducts highly responsible professional, technical, and administrative work researching, developing, and monitoring state, local, federal, corporate, and foundation grants; develops a schedule of programs, projects, and activities to obtain grant funding; prepares grant applications and coordinates a wide variety of special projects from inception through completion.
- Meets with community organizations, citizen groups, vendors, and local media to disseminate information related to park planning; marketing and promotional campaigns for facilities, programs, and services.
- Oversees designated areas and projects to enhance department operations and service to the community; establishes, implements and monitors operating standards for optimal and consistent service delivery.
- Designs projects to meet ADA, local, and state regulations.
- Prepares performance evaluations, counsels and interviews park planning personnel on job performance.
- Maintains regular and punctual on-site attendance.

### **Additional Duties:**

- Performs other duties as assigned

**Minimum Qualifications / Acceptable Equivalency:**

- Bachelor's degree in Landscape Architecture, Parks and Recreation Administration, Natural Resources, Forestry, Horticulture, Engineering, or a related field and six years of progressively responsible experience in construction management, planning, parks development, engineering, or related field.

**OR**

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

**Core Competencies:**

- Ability to speak in public meetings and to elected and appointed officials
- Skilled in active listening, analytical thinking, public speaking, time management, and troubleshooting

**Preferences:**

- Bilingual in Spanish and English
- Registered Landscape Architect in the State of Texas
- Project Management Professional

**Conditions of Employment:**

- Must have a valid Class "C" Driver's License prior to employment
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check.

**Physical Requirements:**

*Overall Strength Demands:* The ***bold and italicized*** word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: I
2. Sitting: E
3. Walking: M
4. Lifting: I
5. Carrying: I
6. Pushing/Pulling: I
7. Overhead Work: A
8. Fine Dexterity: M
9. Kneeling: A
10. Crouching: A
11. Crawling: A
12. Bending: A
13. Twisting: A
14. Climbing: A
15. Balancing: A
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:

*Machines, Tools, Equipment and Work Aids:*

The essential functions of this position require the daily use of a personal computer and telephone.

*Environmental Factors:*

The essential functions of this position are performed in an office environment.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.***

**ADA/EOE/ADEA**

**Effective Date: 03/02/2020**

**Revision Date: 07/08/2021**