



City of Denton Job Description

Title:	Senior Park Planner
Position ID:	GP3534-402001
Department/Division:	Parks & Recreation
Reports to:	Park Planning Manager
FLSA Designation:	Exempt
Safety Sensitive:	Yes
DOT:	No

Definition: Under the general direction of the Planning Manager, 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:

- Researches, 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.
- Assures quality control on multiple parks capital planning, design and/or construction projects: This includes procuring consultants, executing public outreach, managing design contracts, writing and/or reviewing specifications, guiding the project through the permitting process, overseeing the public bid process, and complying with project close-out requirements.
- Prepares the planning, developing and implementation of funding strategies for park capital improvement projects and acquisitions, including written and oral grant applications to local, state, and federal agencies, park bond campaigns and parks capital budget requests.
- Serves as park planning project/program lead in developing policies and processes, and coordinates efforts with other City departments to advance the City's strategic initiatives and vision. Identifies and researches issues and impacts of programs, projects, or policies.
- Updates milestones including progress pictures that could be used for council/public meetings
- Serves as technical resource for City departments on park and trail, issues; analyzes designs for cost suitability, maintainability, form, and function. Develops design solutions for identified problems where appropriate.
- 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.
- Coordinates public involvement and represents the Department at various meetings, hearings and on planning committees. Prepares and delivers presentations that include charts, graphics, written materials and oral presentations; provides information to the public, committees and media.

- Assists the Director, Assistant Directors and Planning Manager 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.
- Assists with 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.
- Administers routine construction documents including field orders, change orders, request for information (RFI), notations for record drawings, daily/weekly/monthly activities reports, etc.
- Assures project designs meet ADA, local, and state regulations.
- 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

- Four (4) 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 and maintain a valid Class “C” Driver License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class “C” driver license and state required minimum automobile liability insurance within 90 days of hire per state law)
- 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: 04/21/2020

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