

Code: 6284

Title: PARKS AND RECREATION PLANNER

SUMMARY: Plans, organizes, evaluates and participates in professional, multi-objective planning activities for Pima County Natural Resources/Parks & Recreation (NRPR).

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Formulates, recommends and implements plans, programs and projects for parks, recreation, trails and open space development, conservation and use;
Reviews specific plans, subdivision plats, rezoning requests, development plans and similar documents for impact on parks, recreation, trails and open space;
Coordinates county parks and recreation planning and development activities and maintains liaison with other county departments and outside agencies concerning land acquisitions, park and trail development projects, rights-of-way, land exchanges and zoning and transportation;
Negotiates with developers and governmental agencies on issues of parks, trails and open space development regarding compliance with the Eastern Pima County Trail Systems Master Plan, Open Space Program, Pima County Comprehensive Plan, and other departmental and county plans, programs and ordinances;
Coordinates and facilitates public meetings, conferences and similar events and serves as staff to department and county advisory committees;
Coordinates and monitors the work of planning and engineering contractors to ensure compliance with contractual agreement;
Represents NRPR director at intergovernmental and public meetings and hearings;
Identifies funding options and alternatives and researches, prepares, submits and administers grants and contracts;
Prepares reports, habitat conservation plans, needs assessments and other specialized documents;
Develops, submits and administers project budgets, approves and monitors expenditures and takes actions necessary to ensure compliance with established budgetary goals;
Develops and reviews capital improvement project plans, open space acquisition recommendations and land conservation strategies and plans for director use;
Drafts, reviews and/or recommends changes to new and existing policies, regulations, resolutions, ordinances and statutes and coordinates implementation with governing bodies and regulatory agencies;
Monitors Bureau of Land Management patents to ensure compliance;
May manage trail and trailhead development projects;
May coordinate volunteer programs and projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of parks, trails and open space and recreation planning;
- public needs in the area of parks and recreation;
- fundamentals of land use planning law;
- principles and practices used in the management and protection of sensitive natural and cultural resources;
- research and analysis methods and reporting;
- principles and practices of grant, contract and budget development, administration and reporting;
- techniques of program and project development, evaluation and reporting;

- public relations, public speaking and meeting facilitation;
- laws, regulations, statutes, ordinances, resolutions, policies and procedures applicable to work unit.

Skill in:

- applying the principles and practices of parks and recreation planning;
- interpreting and explaining, both orally and in writing; planning requirements and objectives to special interest groups, the general public and other parties;
- maintaining effective working relationships with other departments, governmental agencies and the general public;
- interpreting plans, drawings, engineering data, technical and scientific data and specifications pertinent to the operation of the division;
- planning, developing and administering budgets, grants and contracts;
- negotiating, reviewing, evaluating and interpreting contractual agreements and monitoring compliance;
- interpreting and applying statutes, regulations, ordinances, resolutions, policies and procedures;
- communicating effectively;
- public relations and meeting facilitation.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in planning (urban, regional, environmental, natural resource or park), landscape architecture, regional development, business or public administration, natural resource recreation, civil engineering, architecture, arid lands resource sciences, renewable natural resources, horticulture, agronomy, wildlife management or soil and water sciences and four years of experience in parks, recreation and/or open space planning.

(A Master's degree from an accredited college or university in one of the above cited disciplines may substitute for one year of the experience requirement)

(Additional professional-level experience in the above cited areas may substitute for the Bachelor's degree on a year-for-year basis)

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona's driver's license is required at the time of appointment.

Special Notice Items: Due to the size, complexity and year-round operations of the County Parks and Recreation Department, employees may be subject to extremes of heat, cold, prolonged exposure to the sun, wind and inclement weather and be required to traverse long distances over difficult terrain.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.