

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **PARK PLANNER, ASSOCIATE**

Spec No. 3099

### **BASIC FUNCTION**

To perform a variety of support activities for the park planning and development functions.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists Park's division planning staff in the formulation and administration of policies and procedures to facilitate dedication and development of park lands.
2. Conducts site selection, site analysis, and preliminary master planning for various park development projects.
3. Assists in the preparation and review of various environmental impact and park facility documents as directed.
4. Conducts special park design and development projects as assigned .
5. Prepares project presentation material; may present plans and designs to the Park's Advisory Board, and attend meetings with departments, agencies and the public as directed.
6. Prepares and reviews park site and facility designs.
7. Accomplishes the layout of park facility and landscape plans, and may supervise the installation of landscape plant material as required.
8. Assist in the preparation of landscape architectural and engineering documents using AUTOCAD software or equivalent.
9. Grant writing administration and long range planning

### **STATEMENT OF OTHER JOB DUTIES**

10. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's Degree in Landscape Architecture, outdoor recreation planning, environmental planning, construction management, or related fields; AND, one (1) year experience in environmental or park and recreation planning work preferred; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Background or skills in biological sciences or environmental studies is strongly desired. Formal education or work-related experience in word processing, general computer literacy, the use of AUTOCAD/LANDCAD computer software is desirable. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

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A valid Washington State Driver's License may be required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- current landscape architecture and environmental planning, theory, principles, practices and procedures;
- planning theories, principles, practices and procedures;
- graphic techniques and methods relating to landscape architecture;
- principles of landscape architecture as they relate to the development and maintenance of landscape projects;
- construction management and practices
- AUTOCAD and other design software

Ability to:

- write clear and concise correspondence and reports;
- speak effectively to public groups;
- follow written and oral instruction;
- carry out research and analysis and compile results in easily understandable form;
- skill in the use of graphic materials and equipment;
- work independently and take lead on assigned projects

### **PHYSICAL REQUIREMENT**

Physical mobility to conduct site selection. Speaking to make presentations before public groups. Hearing, seeing, walking and manual dexterity is associated with this classification as it is currently performed.

### **SUPERVISION**

Supervision is received from a professional or administrative superior who makes assignments, observes work progress, and is available for consultation and advice on difficult problems.

### **WORKING CONDITIONS**

Usual office environment with field trips to various county operations throughout Snohomish County as necessary.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1988

Previous Spec No.450498

Revised January 2013

EEO Category: 2 – Professionals

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous