

SNOHOMISH COUNTY CLASS SPECIFICATION

PARK PLANNER PRINCIPAL

Spec No. 3100

BASIC FUNCTION

To assist the Park Planning Supervisor in the completion of long-range planning, master park planning, park design and development activities. Perform special planning projects and participate in regional planning efforts. Leads other technical or professional level staff within the Capital Planning group.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and leads the development of Parks long-range planning efforts; coordinates and completes public input, inventory collection, goal and objective development, document creation and adoption processes; coordinates with other county departments as needed for interdepartmental long-range planning efforts.
2. Coordinates the development of Parks annual CIP for capital projects; evaluates proposed projects against long-range planning policies, goals and objectives; makes recommendations for final content and develops materials.
3. Participates in and makes recommendations concerning the hiring, discipline, transfer and termination of capital section employees; advises, assists and trains as directed by Planning Supervisor.
4. Leads and participates in the development, preparation and update of parks plans; determines planning study objectives; directs research activities; assigns work and evaluates results; prepares recommendations and seeks approval of programs; prepares implementation ordinances; ensures that completed planning work complies with planning decisions, policies and procedures and applicable codes and statutes.
5. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; acts as departmental representative; supervises the preparation of graphics displays, brochures, leaflets and slide/tape shows; prepares oral and written presentations including findings and reports; responds to questions and solicits input as appropriate.
6. Serves as liaison to the and Planning Commission, various technical advisory committee and interest groups; acts as liaison to various state and local agencies; provides information and technical assistance to citizens, municipalities, special purpose districts and grant applicants.
7. Assists planners in resolving conflicts or problems by consultation or on-site inspections;
8. Advises county officials on environmental questions and issues; interprets state and federal environmental laws; develops determinations of environmental significance and initiates and reviews environmental impact statements.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Prepares drafts of various Park ordinances; interprets ordinances and policies as necessary; recommends the revision of ordinances as appropriate; gives presentations before the Planning Commission and the County Council.
10. Assists in the preparation of the annual budget; monitors and evaluates related work for compliance with budget constraints.
11. Coordinates planning activities with other divisions, departments and government agencies; reviews the activities of other agencies and special service districts to ensure compliance and coordination with the county's plans; monitors the impact of new and existing federal, state and local government policies and standards of the county's planning process.

STATEMENT OF OTHER DUTIES

12. May prepare and submit federal, state and private grant applications; coordinates the approval process; acts as liaison with grant related government agencies; may supervise the administration of the non accounting related aspects of approved grants; writes contracts with other agencies.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A master's degree in landscape architecture, architecture, park and recreational planning, or related fields; AND, four (4) years experience directly related to park design and/or construction work including two (2) years of lead experience. Work related experience may substituted for the required education or training on a year for year basis. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory principles and practices;
- current landscape architectural theory, principles, practices and procedures;
- park planning theories, principles, practices and procedures;
- graphic techniques and methods relating to landscape architecture;

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KNOWLEDGE AND ABILITIES (Continued)

Knowledge of:

- principles of landscape architecture as they relate to the development and maintenance of landscape projects;
- county, state and federal codes, laws and standards;
- office management, supervisory and accounting principles and procedures.

Ability to:

- initiate, organize and work independently on all levels of park and recreation site, facility, and comprehensive planning;
- analyze and solve problems associated with park projects, policies or issues;
- plan, schedule and supervise park planning, design and construction staff efforts;
- write clear and concise correspondence and reports;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- speak effectively to public groups;
- carry out research and analysis and compile results in easily understandable form;
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public;
- skill in the use of graphic materials and equipment.

SUPERVISION

The employee reports to the Parks Planning Supervisor. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employees leads professional level and technical staff.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending meetings and making site visits. The employee is required to work evenings, weekends and holidays as necessary.

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

[EEO policy and ADA notice](#)

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Class Established: August 1992,
Previous Spec No.450502
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EEO Category: 2 - Professionals
Pay Grade: 243 Classified Pay Plan
Workers Comp: 5306 Non-Hazardous