

SNOHOMISH COUNTY JOB DESCRIPTION

PARK PLANNING SUPERVISOR

Spec No. 3263

BASIC FUNCTION

To assist the Parks Division Manager in planning, coordinating and supervising professional, technical and support personnel and consultants in comprehensive planning, master park planning, park design and construction activities. Performs and supervises special planning projects and coordinates regional planning projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and supervises the activities of the Parks Planning Section; directly supervises professional, technical and support personnel; participates in and makes recommendations concerning the hiring, discipline, transfer, and termination of technical and professional employees; advises, assists and trains technical and professional personnel as necessary.
2. Serves as liaison to the Planning Commission, the Parks Advisory Board, Park and Services Area Boards, various technical advisory committees 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.
3. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; acts as departmental representative; supervises and/or prepares graphic displays, brochures, leaflets, and power point presentations; prepares oral and written presentations including findings and reports; responds to questions from citizens, agencies and the media and solicits input as appropriate.
4. Supervises and participates in the preparation and submission of 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.
5. Negotiates inter-local cooperation agreements and provides regional perspective on issues; works with elected officials to implement agreements.
6. Prepares requests for qualifications or proposals, bids, contracts for various projects; manages contracts and verifies contractor/consultant performance, approves contract work and approves billing for services received; prepares status reports as required.
7. Supervises the development and drafting of motions and ordinances; interprets ordinances and policies as necessary; recommends the revision of ordinances as appropriate; gives presentations before the Parks Advisory Board, the Planning Commission and the County Council.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Reviews and analyzes program objectives, policies, procedures, and work standards; develops and recommends new and/or improved objectives, policies, procedures, and standards, and coordinates their implementation with other sections, division, and departments as necessary. Facilitates employee understanding; interprets and explains policies and procedures.
9. Develops, manages, and facilitates strategies for the resolution of politically or financially sensitive park planning issues.
10. Provides technical planning and approval on a variety of specialized projects and issues; establishes standards, schedules and priorities.
11. Coordinates with multiple agencies on park planning and development projects to develop mutually beneficial solutions; works with citizen groups, sports organizations, school district representatives, elected officials, and local and state representatives to resolve park planning and development issues.
12. Develops, implements, manages and monitors Parks planning, development or program issues.
13. Supervises or directly prepares, represents and administrates the Parks Capital Improvement Plan; prepares cost basis and determines and recommends park impact mitigation fees.
14. Coordinates park planning activities with other sections, divisions, departments and governmental agencies; monitors the impact of new and existing federal, state and local government policies and standards on park policies, projects and facilities.
15. Determines county's exposure to liability on park planning and development related issues specific to assigned discipline through coordination with legal counsel.
16. Advises project managers on the need for public information and involvement efforts; directs the design and implementation of those efforts.
17. Assists personnel in resolving conflicts or problems by consultation or on-site inspections; negotiates and mediates disputes with project proponents or adjacent property owners regarding Park development actions.

STATEMENT OF OTHER JOB DUTIES

18. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Master's degree in planning, landscape architecture or related field; AND, four (4) years of experience in planning work related to the specific requirements of the position including three (3) years of supervisory experience. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- planning programs, practices and applications;
- laws, rules, regulations and guidelines governing area of assignment;
- issues and trends related to the county and the position's area of expertise;
- public administration and government services/processes;
- local, state and regional laws, codes and regulations affecting area of assignment;
- specialized knowledge in one or more of the following specialties: park planning, landscape architecture, or environmental science;
- project/program management and/or coordination and administration;
- technical research evaluation.

Ability to:

- plan, organize and supervise the work of professional, technical and clerical staff;
- interpret and present effective written and oral presentations;
- use computer and various software packages related to area of assignment;
- be sensitive to political issues and analysis;
- use diplomacy and tact;
- provide issue interpretation and analysis;
- apply required technical planning expertise;
- manage multiple issues/projects under deadlines;
- synthesize research results of a planning team and use these results as a basis for recommendations;
- communicate effectively with people of all ages, and from a variety of cultural, economic and ethnic background;
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public.

SUPERVISION

The employee reports to the Parks and Recreation Division Manager. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises professional and technical level staff.

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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](#)

Class Established: July 1999

Revised: September 2005; October 2013, November 2021

EEO Category: 2 – Professionals

Pay Grade: 245 – Classified Pay Plan

Worker's Comp: 5306 Non-Hazardous

FLSA Status: Exempt