



CLASS SPECIFICATION

Class Code: 60004036
Date Established: 05/1979
Last Reviewed: 02/2025
Last Revised: 02/2025
Last Title Change: 01/1986
FLSA: non-exempt
Probation: 12 months

PARK PLANNER

DEFINITION

Under general supervision, performs current and long-range professional park planning duties for the County's park system, which consists of regional parks, trails and open space; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience in park and recreation planning, design, and development, AND a bachelor's degree from an accredited college or university in park and recreation management, natural resource management, landscape architecture, engineering, environmental design, urban and regional planning, geography or a closely related field; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, review, and assist in the development of park improvement and master plans.

Design, update, and implement master plans, amendments and studies in areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development and zoning regulations and ordinances.

Serve as project manager for master plan updates, natural and cultural resource assessments, feasibility studies, and other park documents and studies as needed; manage consultant contracts to produce plans, assessments, and studies.

Review land development applications and proposals to determine their consistency with the Regional Parks & Open Space Master Plan, Regional Open Space and Natural Resource Management Plan, and individual park improvement and recreation access master plans; develop recommendations and conditions of approval for natural and cultural resources, trail connectivity, and access to public lands and facilities.

Consult with applicants on development proposals, applications and reports as appropriate; review tentative and final maps for subdivisions, development applications, site plans, building permits, regulatory zone and master plan amendments, code amendments and other planning proposals; review requests relating to ordinances and policies for compliance; develop and apply conditions of approval addressing natural resource and recreation concerns; review revegetation plans for consistency with the Washoe County Parks Integrated Vegetation Management Plan.

Consult with applicants and process parkland easement applications and right of entry requests on park and open space properties.

Plan and implement proposed new park sites, evaluate potential sites, determine opportunities and limitations, and recommend site development that will best meet the needs, interests and concerns of the community.

Prepare and administer federal, state, and local grant applications.

Make presentations to a variety of groups and organizations, including Planning Commission, Board of County Commissioners, other government and advisory boards and agencies, and neighborhood and community groups on behalf of the department; provide information, respond to questions and collect information on community needs, concerns and interests; facilitate workshops with departments, committees, and other related entities involved in various planning issues.

Participate in regional and multi-jurisdictional plan development with other agencies and partners.

Identify property suitable for park development through analysis of the surrounding community and environment and apply national standards to pick sites that will be most beneficial to community interests; prioritize park property acquisitions and opportunities.

Maintain records and prepare staff reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Regional Parks and Open Space programs, operations, and administrative policies and procedures, including the adopted Washoe County Regional Open Space and Natural Resource Management Plan and the Regional Parks & Open Space Master Plan.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Local codes, regulations, ordinances and area and regional planning policies and goals pertaining to land use and park planning and development.

Computer software specific to the department/division.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Perform a wide range of complex park planning and development projects with minimal guidance and supervision.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles, practices, and methods of park planning as applied to park/recreation area design, construction and maintenance.

Techniques used in identifying proposed areas for park and recreation purposes.

Principles of natural resource management and ecology.

Documents and procedures used in construction contracts and park projects.

Methods and techniques of construction and project administration.

Grant writing and management.

Ability to:

Perform park site evaluation and planning.

Design and implement master plans and studies concerning areas such as parks, open space, trails, natural resources, land use and transportation, and public services and facilities.

Assist in preparing scopes of work, cost estimates, and bid documents for park projects.

Collect, compile and evaluate data and make appropriate recommendations.

Develop and prepare comprehensive reports.

Read, interpret and apply planning codes, regulations, policies and other technical material.

Develop and make effective presentations to a variety of groups and organizations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit, stand, and walk for extended periods. Ability to frequently stoop and kneel. Ability to operate office equipment, including computer, telephone, calculators, copiers, and FAX machine. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.