

SENIOR PARKS PLANNER

SUMMARY/PURPOSE

Manage projects within the City of Duluth Parks and Recreation Division from the pre-planning conception and public process facilitation stages to the physical construction and long-term resource management plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, develop and administer programs and projects based on City of Duluth needs within Parks and Recreation.
2. Act as primary point of contact for current and ongoing parks planning projects.
3. Conduct research and studies and assemble, correlate and analyze information regarding parks planning projects.
4. Lead project planning, including budget development, RFP's, identifying and managing consultants, timeline development, public process, and conflict mediation.
5. Prepare and/or present reports, proposals, requests, contracts and recommendations to Parks and Recreation Division Administration, and other groups as needed.
6. Represent the City of Duluth Parks and Recreation Division at public meetings and provide appropriate representation to agencies, boards, commissions, committees, public and media.
7. Plan, facilitate and lead public meetings and events to advance planning projects as needed.
8. Develop and implement public engagement strategies using tools such as surveys, questionnaires, focus groups, and public meetings. etc.
9. Compile public comment and study findings and trends into succinct planning documents.
10. Convene necessary stakeholders throughout project timeline as required.
11. Build and maintain effective working relationships with all associated project stakeholders.
12. Recommend, solicit and pursue financing for project and programs through private and public means to meet project fundraising goals.
13. Process project invoices as required by contracts.
14. Monitor projects progress for performance and compliance within contract provisions, permits, state and federal regulations and city goals and provide regular updates to Parks and Recreation Division Administration, and upon direction, the Parks and Recreation Commission.
15. Undertake the environmental review, compliance, and permitting process.
16. Offer project guidance to contractors as necessary.
17. Prepare annual applications and reports for state and federal grants to assist in support of current and future project needs.
18. In collaboration with the supervisor, organize and direct the activities of assigned personnel, including seasonal, temporary and internship staff, determine work priorities, assignments and work schedules.
19. Establish and maintain a positive working relationship with the supervisor and employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise.
20. Other tasks as assigned

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Four-year bachelor's degree in Business Administration, Planning, Urban Planning, Social Science, Landscape Architecture or other research-based field; plus, five years full-time related experience. A Master's degree in related field may substitute for two years of experience.

2. License Requirements
 - A. Possession of a MN Driver's License Class D or equivalent by the date of appointment and continuously thereafter.
3. Knowledge Requirements
 - A. Knowledge of the principles and procedures used in such fields as planning, landscape architecture, construction management, parks and recreation, environmental planning, zoning, land use, preservation, restoration or comprehensive planning.
 - B. Knowledge of applicable local, State and Federal legislation, regulations and programs.
 - C. Knowledge of math.
 - D. Basic knowledge of statistics and analysis.
 - E. Basic knowledge of legal contract principles.
 - F. Basic knowledge of budgeting.
 - G. Basic knowledge of basic finance and accounting.
 - H. Basic knowledge of public administration.
 - I. Knowledge of grant writing methodology and reporting procedures.
 - J. Knowledge of public process.
 - K. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in communication
 - B. Skill in public presentation methods.
 - C. Skill at negotiating.
 - D. Skill in handling public and media relations.
 - E. Skill in basic graphics/design work.
5. Ability Requirements
 - A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - B. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - C. Ability to maintain confidential information.
 - D. Ability to think critically and solve problems effectively.
 - E. Ability to design, prepare and present presentation to a varying audience.
 - F. Ability to read and understand technical and legal documents.
 - G. Ability to use a computer and associated applications software including Microsoft Office Suite, laptop, GPS, cellphone, projector, copier, etc.
6. Physical Ability Requirements
 - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
 - C. Ability to work outdoors in a variety of weather conditions.
 - D. Ability to occasionally navigate through remote, hilly and difficult terrain, including parks, trails, construction sites, etc.
 - E. Ability to attend work on a regular basis.

HR: MC	Union: Basic	EEOC:	CSB: 03/06/2018	Class No:
WC:	Pay: 34	EEOF:	CC:	Resolution: