

NEW CASTLE COUNTY GOVERNMENT

Number 0393

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CLASS SPECIFICATION

Date 05/16/17

Title: PARKS DEVELOPMENT PLANNER

Approved:
Janeese S. Phillips

GENERAL STATEMENT OF DUTIES: Responsible for the planning, design and construction related to New Castle County ("County") parkland and open space; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for master planning, construction, and land acquisition projects related to the County park system. This employee is an experienced project manager who exercises a great deal of independent thought, creativity and good judgment. This employee has experience with both active and passive recreation and the natural environment. This employee prepares and administers the capital budget relating to this area, may supervise technical and skilled personnel, and works with landscape architects, architects, engineers and contractors to coordinate and oversee design, development and renovation activities for the park system. The employee also coordinates with other managers and administrators in the Special Services Department as needed to accomplish projects. This employee exercises considerable judgment and initiative in planning and administering the departmental development program and works under administrative direction.

EXAMPLES OF WORK: (Illustrative only)

- Responsible for developing and maintaining the County Park Master Plan;
- Responsible for the planning, design and construction of County park, open space and greenway projects;
- Inspects land and facilities to determine their feasibility for park and recreation uses, and pursues acquisition of appropriate properties;
- Coordinates with State agencies and nonprofits with respect to park, open space, greenway and conservation issues;
- Develops and administers the capital budget for the County parks system;
- Oversees the selection of consultants to prepare designs, plans, specifications, engineering reports and related items and to conduct inspections of park projects;
- Meets with landscape architects, architects, engineers and contractors to implement construction and rehabilitation efforts;
- Organizes and leads public meetings with respect to park projects;
- Makes field studies of open space and facilities to determine needs in accordance with current standards;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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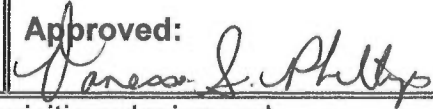
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Date 05/16/17

CLASS SPECIFICATION

Title: PARKS DEVELOPMENT PLANNER

Approved:



- Investigates and locates outside sources of funding for land acquisition, design and development of park projects;
- Conducts research and prepares technical and special reports as required;
- Prepares and/or reviews plans and specifications for development and renovation projects;
- Makes recommendations on zoning, subdivision and planning regulations and policies as they relate to parks, open space, greenways and conservation;
- Reviews record plan submissions for consistency with park planning and standards;
- Inspects private open space before turnover to communities;
- Assigns and supervises the work of technical and skilled personnel who assist in planning and design functions;
- Represents the County with civic groups, technical advisory committees and similar organizations;
- Assists in the development and administration of an operating budget as needed;
- Operates a personal computer or other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of planning, design and development of park and recreation areas and facilities; thorough knowledge of current standards and concepts of park and recreation planning and functions; thorough knowledge of the operation and maintenance of park and recreation areas and facilities; good knowledge of basic budgeting and fiscal procedures; ability to supervise professional and technical staff; ability to prepare and review construction specifications and plans; ability to work effectively with contractors, consultants, employees and the public; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least three (3) years' experience in the planning, design and development of park and recreation areas and facilities to include the following: at least one year experience in the preparation and administration of a capital budget, at least one year experience in coordinating and monitoring construction projects, and at least one year supervisory experience, all of which may be concurrent, and possession of a Bachelor's Degree from an accredited college or university with major course work in landscape architecture, park management, park administration, park planning or closely related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 05/13/86
Revised: 05/15/89
Revised: 03/08/94
Revised: 07/01/97
Revised: 11/01/97 (Includes title change from Parks Design and Development Supervisor)
Revised: 05/01/01
Revised: 05/16/17 (Includes title change from SS Development Planner to Parks Development Planner)