

POSITION DESCRIPTION

Class Title: Park Project & Planner

Department: Administration

Location: Administrative Office, Chehalem Parks and Recreation District, Newberg, Oregon

Benefits: Full-time

Hourly: \$37.65 - \$58.41 | **Monthly:** \$6,526.80 - \$10,125.20 | **Annually:** \$78,321.54 - \$121,502.42

OVERVIEW:

The Park Planner performs a variety of routine and complex tasks related to the planning and management of capital improvement and System Development Charge (SDC) projects. This includes project design, permitting, and construction administration of public parks, trails, and recreational facilities. As a project manager or subject matter expert, the Park Planner works closely with local, state, and federal agencies to ensure compliance with all regulations, while fostering collaboration with community members and stakeholders to create sustainable, engaging outdoor spaces that align with the district's vision.

SUPERVISION RECEIVED

Works under the direct supervision of the Superintendent. Follows established standards and procedures independently, but confirms significant decisions or changes to standard practices in advance.

SUPERVISION EXERCISED

May supervise administrative and park employees, consultants, and contractors. Provides direction and guidance to District staff or volunteers on assigned programs or projects, although formal supervision is not typically a responsibility of this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Project Management:** Manages capital improvement and SDC projects from conceptual planning through construction, ensuring project completion on time and within budget.
 - **Research & Analysis:** Conducts research and analysis on complex topics such as growth management, environmental sustainability, and park and recreation issues to evaluate impacts on current and future District properties.
 - **Land Use & Permitting:** Prepares and coordinates land use applications and development permits in compliance with local, state, and federal regulations. Coordinates with developers and government agencies to address the District's interests in pending development plans.
 - **Public & Stakeholder Engagement:** Serves as a liaison between the District and the public, citizen groups, and local agencies. Coordinates public outreach efforts, organizes public meetings, and gathers input from various stakeholders.
 - **Grant Writing & Administration:** Assists with identifying and applying for grant funding opportunities to support park and recreation projects. Administers grant funds and ensures compliance with all requirements.
 - **Contract Administration:** Prepares, solicits, and evaluates project Requests for Proposals (RFPs), Request for Information (RFIs), Request for Qualifications (RFQs). Reviews contracts received as part of the bidding process. Manages consultants and contractors, monitors work progress, and ensures adherence to contracts and project scopes.
 - **Planning & Reporting:** Assists in the preparation of comprehensive plans for the District to ensure the efficient use of resources and alignment with long-term goals. Prepares project reports, design plans, maps, graphics, schedules, drawings, and cost estimates.
 - **Technical Expertise:** Serves as a technical expert in areas such as land use, environmental planning, and park/recreation management. Provides recommendations and presentations to the District, community groups, and government agencies.
 - **Compliance & Regulations:** Ensures project compliance with relevant codes, land-use regulations, environmental guidelines, and other applicable local, state, and federal laws.
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PERIPHERAL DUTIES

- Assists in the procurement of department materials and supplies.
- May operate vehicles to run errands and assist with field inspections.

- Serves on committees or task forces as required and attends District staff meetings.
 - Operates office machines as required
 - Other duties as prescribed by the Superintendent
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DESIRED MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in Planning, Landscape Architecture, Park Resource Management, Urban Planning, Construction Management or a related field.
 - **Experience:** Two (2) years of progressively responsible experience in park planning, project management, or related field. Experience in planning, development, and project management of public park and recreation facilities is preferred.
 - **Skills & Knowledge:**
 - Strong knowledge of principles and practices in park, trail, and urban planning, including land use and environmental planning.
 - Expertise in contract administration, budgeting, and project management.
 - Knowledge of grant writing and management of grant funds.
 - Understanding of applicable local, state, and federal regulations concerning land use and development.
 - Proficiency in GIS, CAD, and other planning and design software.
 - Excellent public speaking and meeting facilitation skills, with a strong ability to engage with the public and manage stakeholder relations.
 - Strong organizational, problem-solving, and decision-making skills.
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TOOLS AND EQUIPMENT USED

- Computer systems with word processing, spreadsheets, GIS, CAD, and other planning and design software.
 - Office machines such as a copier, fax machine, and calculator.
 - Vehicle for site visits and inspections.
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PHYSICAL DEMANDS

The physical demands required to successfully perform the essential functions of this position include:

- Ability to sit, stand, and move around the office and project sites.
 - Periodically walk and traverse uneven terrain outdoors in various weather conditions.
 - Ability to lift or carry objects up to 30 pounds unassisted.
 - Ability to remain stationary for extended periods, while also making repetitive movements with wrists, hands, and fingers to operate a computer and office equipment.
 - Requires occasional bending, kneeling, and crouching during site inspections.
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WORK ENVIRONMENT

Work is primarily performed in an office environment. Some duties require outdoor fieldwork in varied weather conditions and at times require long hours, including attendance at evening and weekend meetings or events.

SELECTION GUIDELINES

Selection is based on criteria established by the District and outlined in the job announcement. The position description does not constitute an employment agreement and may be subject to change as the District's needs evolve. The applicant is hired only after final approval by the Superintendent or his/her designee.