

City of Dallas
Classification Specification

Title:	Park Planner	Class Code:	14675
Application:	Single Incumbent	Pay Grade:	K
Supplemental/Code:	Professional/2	Established:	10/1/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Manages planning, land acquisition, and overall park master planning for the Park and Recreation Department, including representing the department's planning interests with other departments and agencies in order to protect the integrity and coordination of the City's park system.

Essential Functions:

1. Develops policy for short and long range park planning for Park Board review and approval to allow for the development and growth of the City's park system;
2. Maintains the park master plan and reviews proposed plan implementation to ensure that proposed park sites are in accordance with department and City policy and availability of funds; provides cost and financing advice for new or remodeled park facilities.
3. Serves as Park and Recreation Department's liaison to other City departments, public and private agencies and task forces to advise and coordinate on planning, land use, and other related issues.
4. Maintains department inventory of park acreage and facilities in order to develop recommendations for future capital improvements; maintains historical data on the City's park system.
5. Prepares grant requests seeking funds to supplement bond program funds;
6. Conducts presentations on park planning issues to both public and private groups, including the Park Board, to provide guidance and direction.
7. Identifies suitable property for future park development and coordinates its purchase or donation with the Park Board and with Property Management.
8. Reviews proposed subdivision plans, zoning changes and other requested City ordinance review with respect to their effect on existing or proposed park sites and issues.
9. Conducts research and responds to requests for historical and current information on the City's park system.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of landscape architecture and urban planning principles.

Knowledge of City development and zoning codes and applicable state and federal legislation and policies affecting land for park use.

Knowledge of the City organization and private agencies associated with park development.

Knowledge of funding policies and procedures for park development.

Ability to evaluate proposed land use for impact on the park system.

Ability to make presentations to other City departments and outside groups.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Registration as a landscape architect in the State of Texas

Working Conditions and Hazards

Normal office environment plus field work in evaluating land and environmental conditions for possible site acquisition.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.