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| City of Woodbury Logo | **CITY OF WOODBURY** **invites applications for the position of:**  **Parks Planner** |

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| **SALARY:** | $74,305.44 - $107,742.88 Annually |
| **OPENING DATE:** | 04/07/21 |
| **CLOSING DATE:** | 05/02/21 11:59 PM |
| **SUMMARY:** | |
| The Parks planner manages park and public space capital improvement projects through the phases of budget, scoping and needs assessments, design, and construction.   The position leads the update and monitoring of the Parks, Recreation, and Open Space Plan, Capital Improvement Plan, and associated Comprehensive Plan elements, along with other projects related to natural resource management. | |
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| **ESSENTIAL DUTIES AND RESPONSIBILITIES:**   Perform project management, administering the activities of multiple concurrent projects, negotiating contracts, and schedules for scoping and needs, design, public process, bid and construction, coordinating project close-out and budget reconciliation, preparing reports, correspondence, and official documents regarding project status, progress, and payments; and performing other related activities.   Negotiate, prepare, implement and administer consultant contracts as necessary.   Prepare and distribute information regarding park projects and development; deliver presentations to the City Council, Parks and Natural Resource Commission, grant committees, the public, and City staff on park issues; and coordinate communications between various departments and agencies   Conduct office and field research and evaluations for park design and construction projects, site service area demographics, adjacent land uses and other community characteristics.   Make recommendations for materials and equipment, and prepare specifications for purchases related to park improvement, development and replacement projects, as needed.   Coordinate, organize, and facilitate, interdepartmental communications, public meetings, and other public involvement strategies to gather input on developing park plans and park master plan updates.   Keep the Parks and Recreation Director promptly informed of activities and significant developments within the department.   Prepare, write, present, and administer various grants for park and open space acquisition, park capital projects, natural resource management and facility development.   Assist in the development of the parks capital improvement program identifying property for potential acquisition, work with parks maintenance staff in evaluating existing facilities and defining deficiencies, and in the design of new facilities to accomplish the City's strategic initiatives, vision and comprehensive plan.   Coordinate the development and update of individual park master plans   Assist in planning and implementing policies and programs intended to manage, preserve and enhance the city’s natural resources.   Assist in researching and analyzing data needed for developing policies and processes and coordinating efforts with other departments to advance the City's strategic initiatives and vision.     Responsible for accurate and timely communications regarding project status or budget and issues among consultants, contractors, department heads, park maintenance manager, and other affected groups   Works closely with the public works, engineering, and community development departments to integrate parks and recreation elements with stormwater, and transportation projects where public needs overlap.  Work through issues as they arise from competing public interests.   Make recommendations for acquiring park properties and easements, partner with the city Attorney and Community Development on acquisitions.   Assist with the preparation and analysis of the Parks and Recreation capital budget.   Assist in the evaluation of natural resources - identify clear objectives, land management, and uses, makes action recommendations, and establishes long-term natural resource management plans.   Identify funding for the management of natural resources by applying for grants   Coordinate presentations to the general public which demonstrate how a specific plan for park development or the management of natural resources is in the public’s best interest, explaining the benefits and costs of various parks and natural resource management programs and plans   Coordinate informational sources in support of parks and natural resources   Foster an inclusive work culture and advances the City’s diversity, equity, and inclusion goals.   Maintain and foster an environment, which facilitates the Exceeding Expectations (professional, responsive, leaders) philosophy of the City.   Coordinate special projects and perform other duties as assigned or apparent. | |
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| **MINIMUM QUALIFICATIONS:**   Bachelor’s degree in environmental or natural resource sciences, planning, parks and recreation, project management, or a related field.   Five years of experience in the design, development, project management and improvement of parks and recreation facilities with a city or county park system, special park district, college campus, or similar entity.   Experience with budgeting and project management.   Experience in writing reports, grants, RFP’s, managing contracts and reviewing proposals.   Experience overseeing consultants and construction projects.      **PREFERRED QUALIFICATIONS:**   Master’s degree in environmental or natural resource sciences, planning, parks and recreation, project management, or a related field.   Licensed landscape architect or similar license/certification.   Seven years of experience in the design, development, project management and improvement of parks and recreation facilities with a city or county park system, special park district, college campus, or similar entity.   Experience in planning and implementing policies and programs intended to manage, preserve and enhance the city’s natural resources. | |

**Apply:**

On-line at <https://www.woodburymn.gov/employment>. Contact Administration at 651-714-3523 (TDD: 651-714-3568**)** or[**hr@woodburymn.gov**](mailto:hr@woodburymn.gov)with questions.A drug free, EO, AA employer.