



Park Planner

Champaign Park District

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Closing Date: 2023-12-10

Salary: 52,000 - 65,500

Description:

Summary

The *Park Planner* at the Champaign Park District is responsible for designing new parks, trails, and recreational facilities while improving existing ones, grant proposals, landscape design and other administrative projects. This role ensures that the Park District's services meet the community's changing needs. The *Park Planner* is also responsible for the administration, annexation, acquisition, design, and development of parks and facilities.

Qualifications

- A Bachelor's Degree in architecture, landscape architecture, urban planning or related field.
- Demonstrated ability in landscape and/or facility design.
- Two or more years of experience in planning.
- Excellent personal communication skills both written and verbal.
- Computer skills in Microsoft Office including Word, Access, Excel, and PowerPoint.
- AutoCad and ArcGIS experience preferred
- Obtain Certified Playground Safety Inspection certification within one (1) year of hire.
- Demonstrated ability to work with detailed information in a precise and timely manner.
- Demonstrated ability to organize, plan, budget, and implement projects with multiple deadlines.
- Aptitude and willingness to become licensed as a professional landscape architect in Illinois.
- A valid State of Illinois driver's license.

Supervision

The *Park Planner* is directly responsible to the Director of Operations and Planning.

Classification

- Exempt, salary
- Full-Time

Training Can be obtained through Champaign Park District

- First Aid, AED, and CPR Certification
- Heads Up Concussion training

- Mandated reporter training
- Harassment prevention training
- Bloodborne pathogen training
- Recreation software system training
- Drivers training and test
- Facility training

Essential Functions

- Follow all Champaign Park District safety policies and perform all work in a manner that ensures the safety of oneself, the public, fellow employees.
- Demonstrate a high level of professionalism and discretion in all interactions, including maintaining strict confidentiality regarding staff information, communications from supervisors, and conversations with parents or patrons. Uphold the Park District's policies and standards for data privacy and confidentiality at all times.
- Ensure compliance with the Americans with Disabilities Act
- Design and prepare site development plans, landscape plans, and other park development plans and specifications.
- Assist and manage the Operations Planning budget.
- Represent the Park District at public meetings and events.
- Prepare Requests for Proposals (RFPs) and evaluate responses.
- Coordinate with city planning authorities, school districts, and developers to integrate parks and trails into development plans.
- Supervise the master trail plan, land acquisitions, easements, and agreements.
- Prepare cost estimates and oversee construction bidding for parks and trails.
- Contribute to budget planning and revenue optimization.
- Maintain short and long-range planning reports.
- Identify adjacent and new park properties in open space comprehensive planning.
- Review specifications and plans for park development projects.
- Design site development plans, landscape plans, and other park development plans and specifications.
- Plan play structures and playground layouts.
- Develop projected timetables and cost projection estimates.
- Review and approve project plans.
- Administer the bidding process.
- Manage budgets related to capital development projects.
- Monitor and maintain property records, maps, and related files for the District.
- Gather, interpret, and present research information for District projects.
- Engage with neighborhood residents to gather input for park designs.
- Collaborate effectively with architects, engineers, lawyers, contractors, consultants, developers, and specialists in land acquisition and development projects.
- Conduct periodic site inspections.
- Facilitate community meetings to gather input on development.
- Facilitate property transfers, legal recordings of deeds, and land annexation.
- Prepare and present annexation documents.
- Seek and apply for various grants
- Comply with equal opportunity and harassment laws, policies and procedures
- Other duties as assigned.

Physiological Considerations

- The role may require occasional lifting and moving of materials or equipment weighing up to 40 pounds, necessitating physical strength and stamina for site inspections and project oversight.

- Site visits, construction monitoring, and community engagement may involve exposure to varying weather conditions, so adaptability to outdoor work is essential.

Environmental Considerations

- The role involves a blend of outdoor site work and indoor office work.
- The position may require attending public meetings and community events during evenings and weekends necessitating flexibility in work hours.

Benefits

- Health Insurance:
 - Provider: Health Alliance
 - 2 options: HMO or 3Tier Point of Service (POS)
 - The Park District pays 100% of full-time employee-only health insurance of the 3 Tier POS plan and 40% of dependent care
- Dental:
 - Provider: Kansas City Life
 - The District pays 100% of full-time employee-only standard dental insurance
 - There is a second option to buy up for more coverage in with the employee will contribute to
- Vision
 - Available to staff, paid by the employee
- Basic Term Life and AD&D
 - 1.5 times annual wages
 - \$0.00 paid by the employee, voluntary additional life insurance for employee, spouse and children are available, paid for by the employee
- Flexible Spending Account
 - Medical Plan
 - Dependent Care Plan
- Employee Assistance Program
 - 100% pay the Park District
- Disability Policy
 - IMRF disability is available after 30 days at 50% of salary. The employee must be employed 1 year before being eligible
- Retirement options:
 - IMRF Pension (employer contributes)
 - ICMA 457 Plan
 - ICMA Roth IRA
- Expense Reimbursement
 - \$100 annually for garments, steel toe boots, fitness, etc.
- Vacation Time
 - Years 1-3: 12 days
 - Years 4 - 6: 15 days
 - Years 7 - 10: 18 days
 - Years 11 and on: 21 days
 - Up to 240 hours (30 days) can be rolled over from year to year)
- Sick Leave
 - One sick day per month accrued provided to employees
 - Sick days roll over from year to year
 - No cap on how many sick days can rollover from year to year.
- Holidays
 - Ten (10) holidays per year provided to employees

- Personal Days
 - Two (2) personal days per year are provided to employees. Must be used in the fiscal year
- Free Membership
 - The Park District pays for employee only membership to the following places, upon request.
 - Leonhard Recreation Cener, Sholem Aquatics Center, Martens Center, Bark District