



## **Parks Planner**

### **Arlington Heights Park District**

**Contact Name:** John Kramer  
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**Closing Date:**  
**Salary:** \$85,354-\$89,419 DOQ

#### **Description:**

Join the Parks and Planning Department and play a key role in shaping the future of our District! Arlington Heights Park District is looking for a passionate professional to help guide and implement vital capital improvement projects that enhance our community spaces. Reporting directly to the Director of Parks and Planning, this position is central to the ongoing development and infrastructure improvements across the District.

Over the next ten (10) years, the District has approximately \$85 million in capital projects, and you'll have the opportunity to contribute to these exciting projects! To name a few, Frontier Community Center Renovations, Recreation renovation, and Centennial Park.

**This position's salary range is \$82,329-\$114,245, with an anticipated hiring range of \$85,354-\$89,419 DOQ.**

#### **GENERAL PARKS AND PLANNING INFORMATION**

The Park District's 714 acres and 22 buildings are maintained by the staff in the Parks and Planning Department. The grounds department maintains the 58 parks with 44 playgrounds with 43 tennis courts, 16 pickleball courts, 21 soccer fields, 42 baseball/softball fields, 24 basketball courts, and 22 miles of paved walking and biking paths. The trades department is dedicated to their trade responsibilities of HVAC, pool maintenance, fleet, electrical, plumbing, and carpentry. While each has their own dedicated responsibilities, they also work together across disciplines to provide quality and efficient service and repairs. Staff work cooperatively alongside the Park Planner and Director of Parks and Planning to deliver fun and safe engineering, design, landscaping, and construction management functions involved in all parks and recreation facilities.

#### **ESSENTIAL JOB DUTIES**

- Prepares plans, specifications, bid documents, and estimates for development and construction of park and recreation facilities
- Reviews and approves plans and specifications prepared by others for park construction contracts
- Manages Park and recreation facility construction projects to determine conformance with approved plans and specifications
- Prepares permits, records, and reports for construction and other special projects

- Prepares design development drawings and illustrations for presentation purposes
- Makes estimates of quantities and costs for the construction of park and recreation projects
- Prepares grant applications for park development projects
- Develops budget requirements for park planning activities
- Coordinates community events and volunteer projects related to park development
- Administers Buy-A-Brick and Memorial Programs
- Hires, trains, supervises, and evaluates Park Planning Interns, if any
- Prepares board summaries, monthly reports, periodic and special reports

## **SKILLS AND QUALIFICATIONS**

- BA/BS in Landscape Architecture, Urban Planning, or a closely related field from an accredited college or university
- Minimum of three to five years demonstrated success as a landscape architect or urban planner
- Or, any equivalent combination of education, experience, and training
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within six months of employment

## **BENEFITS WE OFFER**

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Park District facility and program discounts for employees and their families

## **AHPD OVERVIEW**

The Arlington Heights Park District (AHPD) is one of the most noteworthy park districts in Illinois. Located 25 miles northwest from downtown Chicago, AHPD is the 3rd largest Park District in Cook County and the 12th largest in the State of Illinois. Since 1925, AHPD continues to enrich the community by providing fun, accessible, and impactful recreation and facilities for every age and every season. The District operates five community centers with outdoor pools, two tennis clubs, Lake Arlington, Arlington Ridge Center, two public golf clubs and a driving range, Arlington Heights Historical Museum, Senior Center, 58 parks, 44 playgrounds, 22 miles of jogging and bike trails across 714 acres of land. AHPD is a three-time National Gold Medal Award recipient for excellence in the field of parks and recreation management and an Illinois Distinguished Accredited Agency.

*The Arlington Heights Park District commits itself to a cohesive environment to create a mutually respectful, multicultural, and equitable environment.*