



Park Planner (full-time, \$90,000-\$100,000/year)

Schaumburg Park District

Contact Name: Alison Mielitz

Contact E-mail: almielitz@parkfun.com

Contact Phone: 847-985-2115

Closing Date:

Salary: \$90,000 - \$100,000/year

Description:

ABOUT US

The Schaumburg Park District is an award-winning parks and recreation agency that provides its 80,000 residents with a wide variety of recreational programs, classes, and events as well as facilities, parks and open spaces! Our Parks Department takes care of 100 parks in our community in addition to ballfields, sports fields, natural areas and so much more!

JOB SUMMARY

Under the general direction of the Director of Parks & Planning, the Park Planner is responsible for the planning, design and development of park and recreation grounds and facilities. The Park Planner assists department heads with renovation, contractor supervisor and construction of capital projects. The Park Planner is also heavily involved in grant writing and providing the state with the necessary follow-up reports, as well as managing outside contractors, architects, and engineers.

LOCATION: This position is located at Schaumburg Park District's Jerry Handlon Administration Building (235 E. Beech Drive, Schaumburg, IL).

QUALIFICATIONS: The best candidates will have a Bachelor's Degree in Landscape Architecture, Architecture, Urban Planning, Business Administration or a related field. At least five (5) years of related experience required. Will consider an equivalent of relevant education, certifications, and experience.

PAY, BENEFITS & WORK SCHEDULE

This is a full-time year-round exempt position. **Target hiring range is \$90,000 - \$100,000 per year** DOQ (depending on qualifications). Schedule is generally Monday – Friday from 8:30am – 5pm. Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for you and your family*! (*see definition*)**
- Medical Insurance
- NEW! Zero Card
- Dental Insurance
- Vision Insurance

- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

APPLY NOW!

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs>

**** Position will be open until filled. ** Schaumburg Park District is an Equal Opportunity Employer. ****

Keywords: park, parks, recreation, supervise, supervisor, supervising, manage, manages, manager, managing, management, administration, collaboration, Microsoft Office, Questica, ReQlogict, PhotoShop, project management, planning, renovation, design, master planning, master plan, capital projects, budget, budgeting, improvement planning, projects, vendors, bids, bidding, bid, contracts, agreements, AutoCAD, architecture, grants, grant applications, construction