



Park Planner

Glenview Park District

Contact Name: Matt Gaynor

Contact E-mail: matt.gaynor@glenviewparks.org

Contact Phone: 224-521-2264

Closing Date:

Salary: \$72,758-\$81,000

Description:

JOB SUMMARY: The Park Planner reports to the Director of Planning who is responsible for the planning and design related to the development, maintenance, and renovation of open space, parks, and playgrounds. This position collaborates with the Director of Planning on bid specifications, requests for proposals and contracts and is accountable for compliance with project budgets. The Park Planner coordinates exchange of service projects with local school districts, and is responsible to perform the following essential functions including, but not limited to:

- Prepares, interprets and implements plans for various park improvements, including tree planting, playground renovation, athletic facility development, parking lot and road construction, etc.
- Seeks input in regard to planning and design functions from other departmental personnel, and plans and conducts public meetings to obtain additional information and solicit public input.
- Prepares cost analysis for service, park development, and other improvement projects.
- Prepares project budgets as assigned.
- Directs district wide ADA Transition Plan.
- Maintain & update plan database regularly.
- Develops long-range capital improvement recommendations.
- Ensures participation and compliance with required and optional relevant employee training programs as defined by OSHA and PDRMA.

QUALIFICATIONS:

- Qualified candidates must have a bachelor's degree in landscape architecture or related field and at least five (5) years of relevant experience are required.
- Candidates should also demonstrate strong financial management and budgeting skills, knowledge of permitting, draining, water retention, and other regulatory requirements, and the ability to apply ADA requirements to construction projects.
- Proficiency with AutoCAD and Microsoft Office applications including Outlook, Word, and Excel.
- Professional certification(s) and/or active membership in a professional association is desirable. A valid Illinois driver's license is required.

SCHEDULING & PAY:

- This is a full-time, salaried position.

- The hours are generally Monday through Friday, 8:30 a.m.- 5:00 p.m., with additional evening and weekend work as needed.
- The target hiring salary range is \$72,758-\$81,000, commensurate with experience. Full pay range is \$72,758 - \$105,500.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

FOR MORE INFORMATION

Contact Matt Gaynor at (224) 521-2264 or Matt.Gaynor@GlenviewParks.org

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page

If interested, please apply early. Recruiting and interviewing will begin immediately. The Glenview Park District is an Equal Opportunity Employer.