



Park Planner

Winnetka Park District

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Closing Date:

Salary: \$75,750 to \$90,900 based on skills and experience.

Description:

The Winnetka Park District has an immediate opening for a Park Planner to support the Park District's long-term planning and development efforts by leading the execution of master plan priorities, overseeing capital project timelines, and coordinating site planning and design initiatives. This position will play a key role in integrating community input, sustainability goals, and regulatory requirements into project development, including ADA transition planning and land use analysis. The Park Planner is responsible for maintaining historical park data, maps, park and facility engineering plat-of-survey records, design and renovation records, and all other relevant Parks Department records. In addition, they assist the Director of Parks and Maintenance with capital projects and the Parks Department budget process.

The Park Planner reports to the Director of Parks & Maintenance.

Pay: The hiring range is \$75,750 to \$90,900 annually, depending on relevant work experience, education, and other qualifications. This position is full-time and exempt.

Qualifications:

Education:

A bachelor's degree in Construction Management, Public Administration, Horticulture, Landscape Architecture, Forestry, or a related field is preferred.

Experience:

Position requires three (3) years of progressively responsible experience in the parks and maintenance field. Experience overseeing construction and capital improvement projects required. Strong presentation and communication skills required. Computer skills, including experience with CAD-based programming, Microsoft operating systems, and Word, Excel, and PowerPoint, are required. Must possess a working knowledge of GIS systems that includes updating as changes occur.

Certifications:

Must possess a valid Illinois Driver's License, Class D. A Driver's License is required because all Parks employees must be able to operate Park District vehicles when traveling between the District's 26 parks, 5 beaches, and multiple facilities. Must obtain and keep current CPR/AED and first aid certifications. Certified Parks and Recreation Professional ("CPRP") certification preferred.

Work hours: This position may require time commitments beyond forty hours a week. Required to work hours outside of normal work hours to attend board meetings and meet weekend, holiday, and special event demands, and project support as needed.

To view the full job description, click here: [Park Planner](#).