



The City of  
**OKLAHOMA CITY**  
**PERSONNEL DEPARTMENT**  
420 W. Main, Suite 110  
Oklahoma City, Oklahoma 73102

# Vacancy

**PARK PLANNER**  
**(Parks & Recreation Department)**  
**Salary: \$46,082 to \$70,428/Annually**

Interested applicants may apply at the Personnel Department, Monday through Friday, 8:00 a.m. to 5:00 p.m., or submit applications electronically to [personnel.frontdesk@okc.gov](mailto:personnel.frontdesk@okc.gov). Applications can be downloaded from the Jobs section at [www.okc.gov](http://www.okc.gov). Applications with detailed resumes addressing the job requirements and departmental skill preferences will be accepted from **October 31, 2011 to November 14, 2011**.

## **JOB SUMMARY**

This job is located in the Parks and Recreation Department of the City of Oklahoma City and is under the direction of an immediate supervisor. Park Planner is a professional classification that requires well-developed skills in research; verbal and written communication; and fully functional knowledge of the principles, procedures, and methodologies of park planning. **Essential job functions include:** conducting extensive research in specific or general project areas and independently compiling, computing, and presenting data in appropriate formats. Park Planner's participate in data summary and analysis and are called upon to draw valid conclusions that may be based on hypotheses of future circumstances and demands. Within this classification, differentiation occurs with respect to the disciplinary knowledge required of the incumbent. In addition to general planning knowledge, specialty areas include: basic principles, knowledge, and applications of landscape architecture and park planning, site planning, preparation of construction specifications and drawings, grading and drainage, cost estimating, general knowledge of construction management, planting design, irrigation design, and general knowledge of City Planning. Park Planner's are responsible for writing and presenting formal and technical reports, working papers, and other correspondence. Work products, as well as the procedures used to generate them, are subject to review by a supervisor. Reports, conclusions, and recommendations may become or be used to establish official City policies or ordinances.

## **VETERANS PREFERENCE**

A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces not currently employed full time by the City of Oklahoma City. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-297-2137.

## **JOB REQUIREMENTS**

- Knowledge of principles of Park Planning.
- Knowledge of and skill in determining appropriate research design methodologies and indicators.
- Skill in working efficiently and accurately with information.
- Skill in verbal and written communication.
- Skill in working with large quantities of data.
- Skill in assessing salient information through research, conferences, and examinations.
- Skill in working extensive projects through to completion within specified time frames.
- Skill in relating to others from various socio-economic and professional backgrounds.
- Skill in writing technical reports.
- Skill in reading and interpreting technical, narrative and graphic displays.
- Skill in recalling information.
- Ability to think logically.
- Ability to work independently.
- Ability to draw valid conclusions on the basis of research data.
- Willingness to assume responsibility for work performed.

*AN EQUAL OPPORTUNITY EMPLOYER*

*If you require reasonable accommodation at any time during the hiring process, please notify one of our personnel representatives to make arrangements.*

## **DEPARTMENTAL PREFERENCES**

- Bachelor's or Master's Degree in Landscape Architecture
- State of Oklahoma licensed Landscape Architect (preferred)
- Prior experience in the planning and design of parks of various sizes and types
- Experience in preparing AutoCAD construction plans, details, profiles, and drawings
- Experience preparing freehand and computer-generated plan graphics and renderings
- Prior use or knowledge of GIS software and implementation for park planning purposes
- Top candidates will be required to present their portfolio of representative work and experience

## **WORKING CONDITIONS**

- Outside occasionally; may be exposed to heat, cold, humidity, and rain.
- Occasionally required to work beyond normal working hours.
- Subject to local travel on a daily basis.

## **PHYSICAL REQUIREMENTS**

- Hearing and speech enough to communicate effectively by telephone or in person.
- Near vision enough to read and draft written communications.
- Mobility enough to continuously move one's self from place to place when conducting field surveys
- Far vision enough to accurately determine the condition of structures.

## **FRINGE BENEFITS**

Vacation	96 hours per year
Sick Leave	130 hours per year
Holidays	10 regular holidays per year
Injury Insurance	Effective day of employment
Retirement	Jointly paid by the City and employee
Credit Union	Full banking services
Life Insurance	City provides \$10,000 term coverage; optional, supplemental and dependent coverage available at low rates
Health Insurance or Health Maintenance Organization	Plans are available for employee and dependent coverage
Dental Insurance	Dental plan options are available for employee and dependent coverage at reasonable rates
Disability Plan	City pays 60% of pre-disability income
Compensation	Employees are required to receive pay electronically; either direct deposit or paycard

Vac ID: 2316  
Agency/Org: 550/0101  
Classification: 2313  
Analyst: LA

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