

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Parks Planner**

**Department: Parks and Outdoors**

**Pay Grade: GS.12**

**Supervision Received From: Dir. Design and Connectivity**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 12/21/15**

**Revision Dates: 4/3/25;  
2/25/25; 10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification perform park planning duties in the planning, design, and development of parks within the City of Chattanooga; manage planning and design of capital parks improvement projects through technical review and approval of designs, estimates, bids and specifications.

**SERIES LEVEL:** This is a stand-alone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Develops and updates comprehensive and specific park plans; identifies and prioritizes urban open space and park improvement projects; submits capital requests for project funding; leads the design process for park projects approved within the five-year Capital Improvement Plan.

Conducts planning analyzes to support planning processes; evaluates park and public space to assure the needs of the public are met.

Develops and delivers public presentations; develops outreach plans for major projects; employs inclusive strategies to gain feedback from diverse community members and other public and private sector representatives on park planning issues, including project design and coordination.

Coordinates consultant selection and manages consultant work and contracts; provides technical direction to staff and consultants in project planning, design, and construction; ensures maintenance plan is developed during the design process for any new or redesigned park.

Provides generalized or conceptual ideas on preparing and reviewing project plans, designs and specifications; develops recommendations on improvements, modifications, design strategies, infrastructure, connectivity, partnerships, priorities, and construction procedures; ensures that specifications comply with City and Departmental policies & meet all regulatory requirements; assures effective communication of project issues.

Works with other City departments to coordinate project timing and integration of park policy and improvements with other City initiatives; establishes and maintains project schedule.

Coordinates with the Public Spaces Director, Public Works, and other City departments to ensure

park design complements desired programming and recreational activities. Collaborates with other stakeholders to meet common planning goals. Identifies funding options and alternatives, including federal, state, and private grant opportunities; assists the Grants Specialist by submitting graphics and preparing data-driven support materials for grant submittals.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Master's Degree in Landscape Architecture, Planning, Urban Design or a related area is required; supplemented by at least two (2) years of work experience in park planning work or related field; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

If a City of Chattanooga vehicle is operated, then a valid Driver's License is required.

SUPPLEMENTAL INFORMATION:

Knowledge of park planning and design, complemented by a general knowledge of urban design, community development, land use, and transportation; research methods; environmental planning principles; mathematical concepts, including statistical methods; site planning and architectural design principles; planning terminology, methods, materials, practices and techniques; budgeting principles; customer service and community outreach principles; mapping software applications; project management principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures. Skill in using initiative and independent judgment within established procedural guidelines; prioritizing work; using computers and related software applications; providing customer service; implementing inclusive civic engagement programs; managing multiple priorities simultaneously; manipulating GIS data; creating maps; managing complex projects; performing mathematical calculations; compiling data from multiple external sources; designing and executing surveys; reading and interpreting architectural and engineering drawings; reading maps and scales; conducting research; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; organizing, collecting and analyzing data; resolving conflict; creating and giving presentations; speaking in public; and effective writing techniques, preparing reports and documents; and, communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.