



**THE CITY OF OKLAHOMA CITY**  
invites applications for the position of:

## **PARK PLANNER**

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**SALARY:** \$50,696.64 - \$77,464.80 Annually

**OPENING DATE:** 04/25/18

**CLOSING DATE:** Continuous

### **DEPARTMENT INFORMATION, JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS:**

**NOTE:** *The normal starting salary for this position is \$50,696.64. A higher salary may be considered, dependent on the qualifications and experience of the selected applicant and/or the City's step placement policy.*

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 Planners 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 Planners 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**

Honorably discharged veterans of the United States Armed Forces who are not currently employed full-time by the City of Oklahoma City shall receive five (5) points added to the passing score on an initial selection process. Qualified applicants must upload or submit a copy of their DD Form 214 indicating discharge type/character of service at the time of application.

### **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.
- Possession of valid driver license (Operator).

### **DEPARTMENTAL PREFERENCES**

- Bachelor's or Master's degree in Landscape Architecture.
- Registered Landscape Architect (preferred but not required).
- Knowledge of integrated software workflows to generated plan graphics and renderings.
- Knowledge or prior use of GIS software and implementation for park planning purposes.
- Experience planning and designing parks of various sizes and types.
- Experience preparing AutoCAD construction plans, details, profiles, and drawings.
- Experience preparing freehand-generated plan graphics and renderings.
- Experience using Adobe Suite software.
- Experience utilizing SketchUP or other modeling software.
- **Top candidates will be required to present their portfolio of representative work and experience.**

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

#### **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.

**NOTE:** Typical City employee working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours vary (may require work to begin before 8:00 a.m. and/or end beyond 5:00 p.m., and/or may require work on weekends and holidays), and are subject to change, based on the duties and location of the position and the business needs of the assigned work unit/department.

#### **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.

### **OTHER NOTES:**

**NOTE:** Applications/resumes will be accepted until the position is filled. First consideration will be given to applications/resumes received by **May 13, 2018**.

**NOTE:** City employees are required to receive pay electronically, either via direct deposit or pay card.

**NOTE TO FORMER EMPLOYEES:** To participate in any selection process, former employees must be eligible for rehire. If you are unsure of your rehire status, please contact the Personnel Department at (405) 297-2530. If your rehire status has been coded "Not Eligible," "Eligible 3," or "Conditional," you will need to request a review of your retire status through the Personnel Department's Labor Relations Division.

**NOTE:** Upon a conditional offer of employment, the City of Oklahoma City will conduct a background

investigation/verification. Applicants will be provided contact information for any third-party reporting agencies used to collect background information in connection with conditional offers of employment.

**NOTE:** Applicants will be provided a copy of the City of Oklahoma City's Drug and Alcohol Testing Policy upon conditional offer and acceptance of the position and prior to being directed for a health screen/physical examination and drug test.

**NOTE:** Completion of the supplemental questions is required.

### **AN EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

**Recruiter:** LA

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#### AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Personnel Department Representatives.

APPLICATIONS MAY BE FILED ONLINE AT:

[www.okc.gov](http://www.okc.gov)

Position #201800372  
PARK PLANNER

420 West Main Street  
2nd Floor  
Oklahoma City, OK 73102  
405.297.3882

[careers@okc.gov](mailto:careers@okc.gov)

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### **PARK PLANNER Supplemental Questionnaire**

- \* 1. Can you meet the essential job functions, job requirements, working conditions, and physical requirements of this position as stated on the vacancy announcement with or without reasonable accommodation? NOTE: If you require reasonable accommodation at any time during the hiring process or while employed with the City of Oklahoma City, please notify a Personnel Department representative.
  - Yes
  - No
- \* 2. Please indicate the type of driver license you currently possess.
  - I do not possess a valid driver license
  - Class A CDL
  - Class B CDL
  - Class C CDL
  - Valid Driver License (Operator)
- \* 3. Please check all statements that accurately reflect the knowledge, skills, and demonstrated abilities you currently possess:
  - 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.
  - Demonstrated ability to think logically.
  - Demonstrated ability to work independently.
  - Demonstrated ability to draw valid conclusions on the basis of research data.
- \* 4. If you have knowledge of principles of Park Planning, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- \* 5. If you have knowledge of and skill in determining appropriate research design methodologies and indicators, please describe this knowledge and skill. Where and when did you gain this knowledge and skill, and how have you applied this skill? If you do not have this knowledge and skill, type in N/A.
- \* 6. If you have skill in working efficiently and accurately with information, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 7. If you have skill in verbal and written communication, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 8. If you have skill in working with large quantities of data, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 9. If you have skill in assessing salient information through research, conferences, and examinations, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 10. If you have skill in working extensive projects through to completion within specified time frames, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 11. If you have skill in relating to others from various socio-economic and professional backgrounds, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 12. If you have skill in writing technical reports, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 13. If you have skill in reading and interpreting technical, narrative and graphic displays, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.
- \* 14.

If you have skill in recalling information, please describe this skill. Where and when did you gain this skill, and how have you applied this skill? If you do not have this skill, type in N/A.

- \* 15. Please check the statement that accurately reflects the education you possess:
  - I possess a Bachelor's degree in Landscape Architecture from an accredited university.
  - I possess a Master's degree in Landscape Architecture from an accredited university.
  - I do not possess a Bachelor's or Master's degree in Landscape Architecture.
- \* 16. Are you a Registered Landscape Architect?
  - Yes
  - No
- \* 17. Please check all statements that accurately reflect the knowledge and experience you currently possess:
  - Knowledge of integrated software workflows to generated plan graphics and renderings.
  - Knowledge or prior use of GIS software and implementation for park planning purposes.
  - Experience planning and designing parks of various sizes and types.
  - Experience preparing AutoCAD construction plans, details, profiles, and drawings.
  - Experience preparing freehand-generated plan graphics and renderings.
  - Experience using Adobe Suite software.
  - Experience utilizing SketchUP or other modeling software.
- \* 18. If you have knowledge of integrated software workflows to generated plan graphics and renderings, please describe this knowledge. Where and when did you gain this knowledge? If you do not have this knowledge, type in N/A.
- \* 19. If you have knowledge or prior use of GIS software and implementation for park planning purposes, please describe this knowledge or prior use. Where and when did you gain this knowledge or use this software? If you do not have this knowledge or have not used this software, type in N/A.
- \* 20. If you have experience planning and designing parks of various sizes and types, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- \* 21. If you have experience preparing AutoCAD construction plans, details, profiles, and drawings, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- \* 22. If you have experience preparing freehand-generated plan graphics and renderings, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- \* 23. If you have experience using Adobe Suite software, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.
- \* 24.

If you have experience utilizing SketchUP or other modeling software, please describe this experience including your duties and responsibilities. Where and when did you gain this experience? If you do not have this experience, type in N/A.

\* Required Question