



Park Planner

Columbia Parks and Recreation Department
Columbia Missouri

The Columbia Parks and Recreation Department is seeking an experienced, professional candidate to serve as a Park Planner in the Park Services Division. The successful candidate will support and lead the planning, design and project management of capital improvement projects for the department. The individual will also be responsible for the preparation of conceptual plans, master plans, reports, cost estimates and bidding of materials and services for park projects. Individual will serve as the GIS liaison for the Department and will be required to obtain a valid Small Unmanned Aircraft System (sUAS) license from the Federal Aviation Administration, within 6 months of hire.



Stephens Lake Park

Essential Job Functions:

- Prepare master plans for park and related facilities development projects by conducting construction cost estimates and designing project specifications and engineering drawings.
- Serve as project manager for planned parks and recreation development projects by establishing project timelines, consulting with construction staff, conducting public interest meetings, completing appropriate reports, drafting plans, evaluating plans and making recommendations for improvement.
- Compose site, facility, grounds and landscaping designs for parks projects.

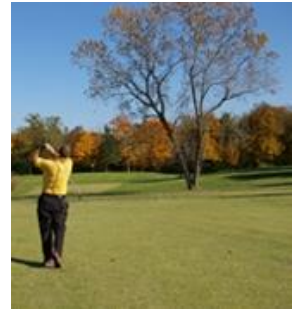


Steinburg Playground in Cosmo Park

- Prepare bid specifications for materials and services which are needed to complete development projects. Participate in the annual revision of the Park Capital Improvement Program.
- Ensure all parks and recreation development and construction plans are compliant with all relevant federal, state and municipal standards, specifications and regulations.
- Inspect and survey proposed construction and development sites.

Ancillary Job Functions:

- Serve as record keeper of departmental plans, cost estimates, maps and related construction project data.
- Occasionally present to the media, public interest groups, civic organizations, or City Council on proposed and ongoing parks and recreation construction projects.



L. A. Nickell Golf Course

Knowledge, Skills and Abilities:



Atkins Memorial Park Baseball Fields

- Extensive knowledge of construction management and standards, landscape and architectural design and Best Management Practices (BMP) procedures.
 - Thorough knowledge of the principles, practices and techniques of park planning and development
 - Strong understanding of federal, state and local permit requirements and related regulations.
 - Ability to interpret maps, deed, plats and plans and prepare specifications, construction drawings and architectural designs.
- Familiarity with engineering, architectural and geographic information systems (GIS) principles and computer programs including AutoCAD and ArcGIS Desktop.
 - Strong interpersonal skills to successfully develop positive intergovernmental, private sector and community relationships.
 - Ability to organize and coordinate a broad range of special projects and parks development programs.
 - Ability to personally inspect all aspects and locations of a 3,375 acre park system.



MKT Nature/Fitness Trail

Additional Salary Information

Starting salary based on applicant qualifications - Strong benefits package offered by the City of Columbia - For more information and application procedures, please copy and paste this link in your browser: <http://www.gocomojobs.com/postings/17488>

About the Columbia Parks and Recreation Department



Capen Park

The Columbia Parks and Recreation Department (<https://www.como.gov/ParksandRec/>) oversees over 3,375 acres of park land and maintains 71 parks, 10 recreation facilities and over 58 miles of trails throughout the city. A wide array of sports, recreation activities, lessons and special events are available for citizens of all ages. Open space, parks and trails provide opportunities to enjoy the natural beauty of Columbia. The 8.9-mile MKT Nature/Fitness Trail connects downtown Columbia with the 240 mile Katy Trail State Park and provides active recreation while preserving large amounts of natural area along the trail.



Fire in the Sky

The Department is divided into two divisions: Park Services and Recreation Services. In the Park Services Division, the Planning and Development Program is responsible for all park capital improvements. Staff identify, plan and develop recreation areas and facilities to meet the varied recreation and leisure needs of the citizens of Columbia. Current early stage major facility planning includes the development of a NCAA level cross country course, indoor four court basketball facility, two major trail projects and a multicourt tennis facility. In addition, there are many smaller neighborhood park projects. For a full list of current and future projects, see the Capital Improvement Program webpage

(https://www.como.gov/ParksandRec/Parks_and_Facilities/capitalimprovementprogram.php).

In addition, Park Services Division is responsible for the management, maintenance, operation and landscape of parks, trails, indoor and outdoor recreation facilities, athletic fields, golf courses, park ranger program and department fleet equipment.

Recreation Services provides a broad spectrum of leisure services to meet the needs of all segments of the community. This includes group and individual programming, recreational trips and classes and special events such as the Heritage Festival (in its 40th year), the July 4th "Fire in the Sky" and SPLAT Kids' Mud Run.



SPLAT! Kids Mud Run

The Parks and Rec Department enjoys a great deal of public support. The last renewal of 1/8 cent park sales tax passed with 70.5% approval and the department consistently has the highest public satisfaction rankings of all city departments.