

Job Title: Regional Parks Planner

Employer: Pottstown Area Regional Recreation Commission (PARRC)

Job Summary:

The Regional Parks Planner provides technical and planning assistance, and coordination of parks, recreation, trails, and open space projects and programs for the seven municipalities of the PARRC and the region as a whole. This is professional-level administrative work of a highly technical nature involving the direction of multiple activities and the coordination and monitoring of all phases of park and trail capital project planning, design, and construction. Services include preparing grant applications and administering grant awards for park and trail improvement and acquisition projects, and providing municipal technical assistance for planning, policy, operations, and park and recreation programming. Work is performed with considerable independence.

Education and Experience Qualifications:

A Bachelor's degree from an accredited college or university with a major in Landscape Architecture, Parks Administration, Planning (Urban, Regional, Environmental, Natural Resource, or Park), Public Administration, or a related field is required. A minimum of five (5) years of experience in public sector parks, trails, and open space capital development projects, successful grant writing, project construction management, and the operation of public parks and recreation areas, facilities, and programs is required (or a combination of education, training, and/or experience that provides an equivalent background to perform the work).

License and Certification/Other Requirements:

- Possession of a related professional license or professional certification is strongly preferred.
- Possession of a valid Pennsylvania driver's license or the ability to obtain the license within 30 days of employment and access to a vehicle is required.
- Successful passage of PA Act 34 (criminal history), PA Act 151 (child abuse history), and the fingerprint-based FBI (federal criminal history) background clearances, post-offer drug test, and background credit check, prior to the start of employment.
- Capability with software programs such as MS Word, Excel, PowerPoint, Outlook, and Adobe Design Suite is required. Skill with ArcGIS, ArcView, AutoCAD, and Sketch Up is a plus.
- Possession of the Certified Playground Safety Inspector credential (CPSI) is a plus. If not currently held, it must be obtained after hiring.

Essential Job Functions:

- Work with municipalities to identify each municipality's and the region's short-term and long-term needs for parks, recreation, trails, and open space.
- Write and submit grant applications for park and trail acquisition, development, and renovation projects and recreation program funding on behalf of the municipalities and region, including preparing cost estimates, coordinating grant contracts, and overall grant administration.

- Coordinate, monitor, and implement the PARRC strategic plan.
- Work closely with municipal elected officials and staff, and appointed boards and commissions, to provide technical assistance, prioritize and accomplish projects locally and as a region, and build advocacy for and volunteer involvement in parks and recreation.
- Assist municipalities in the development of park and trail capital improvement plans, identifying property for potential acquisition, evaluating existing facilities, defining deficiencies, designing new facilities, and coordinating park and trail development and acquisition projects to serve the municipalities and the region as a whole.
- Coordinate with Township Engineers on the planning, design, procurement, and project management aspects of major park and trail capital improvement projects by assisting with preparing scopes, specifications, and addendums to RFPs/bids/quotes for park and trail capital improvement projects, finding and recommending contractors, and conducting pre-bid and pre-construction meetings, field visits, construction inspections, design meetings, plan reviews, on-site meetings, and coordination with staff as necessary to verify compliance with municipal standards, codes, ordinances, and approved drawings and specifications.
- Analyze park, trail, and recreation facility accessibility, safety, and security needs and work with municipalities to implement identified improvements.
- Work with the municipalities to improve signage, site amenities, designs, and materials to reduce maintenance needs of park and trail areas and incorporate green and sustainable practices.
- Explore opportunities to standardize park and trail rules and regulations, hours of operation, recreation facility scheduling, permitting processes, and user fees across the region.
- Develop trail and greenway connections in accordance with the Tri-County Trail Plan and coordinate the implementation of municipal parks and open space plans and other studies and plans related to parks, trails, recreation, and open space.
- Expand public awareness of parks and trails, recreation programs, and special events, through website and social media support to municipalities and the creation of web-presence and social media materials for PARRC to provide updates and promote projects and programs.
- Work with municipalities to support existing and establish new recreation programs and community events.
- Develop funding sources and public-private partnerships with community groups, non-profit agencies, and area businesses to improve and maintain existing park and trail areas and recreation facilities and to offer recreation programs and special events.
- Work with the municipalities to coordinate and conduct public meetings and other public involvement strategies to seek input, feedback, and consensus building on park and trail projects.
- Work with Township representatives to address and resolve neighborhood complaints, concerns, or inquiries related to park and trail capital improvement projects.

- Develop master plans, planting plans, trail plans, and other conceptual sketches and sign and seal them if required by funding agencies.
- Attend monthly PARRC meetings and prepare agendas and meeting minutes.
- Assist the Schuylkill River Greenway Association with projects as needed.
- Other duties may be required and assigned.

Required Skills and Abilities:

- Thorough understanding of Pennsylvania municipal government operations.
- Ability to take multiple park and trail projects from concept through funding, design, construction, and post-construction phases successfully.
- Ability to work cooperatively and communicate effectively with local, regional, state, and federal agencies, elected officials, community groups, businesses, and residents, with strong public speaking, presentation, listening, and writing skills.
- Familiarity with principles, practices, current issues and trends, regulations, and techniques related to park and trail planning, capital projects, maintenance, and management.
- Working knowledge of available grants for park and trail acquisition, development, and renovation, and ability to research and identify potential funding sources for projects.
- Understanding of effective marketing, public relations, and promotion of parks and recreation programs and facilities.
- Possess a passion for and understanding of the role that parks and recreation services play in improving the health of residents, with the ability to positively convey the benefits and value of parks and recreation services to municipal and business leaders and the public.
- Self-starter who can take on and manage multiple tasks and frequently change priorities with patience, perseverance, and minimal supervision.

Office Location: Schuylkill River Greenways headquarters in Pottstown, Pennsylvania

Work Schedule: Monday through Friday, full-time flexible hours between 7 a.m. and 5 p.m. with a 40-hour work week. Some evening and weekend hours required. Field work is occasionally required in all types of weather.

Date Prepared: December 22, 2020