

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Senior Planner
Reports to: Executive Director
Position Status: Full-time
Payroll Status: Salaried

JOB SUMMARY

The Senior Planner, with the Executive Director and Board of Commissioners, is responsible for leadership of the District's overall planning, development, research, foundation relations, grant application and grant administration, regulatory compliance, environmental, and Joint intergovernmental, City, and other agency programs. The position also serves as a member of the District's management team and may serve as staff representative to citizen or other advisory groups. Responsibilities include liaison with the District's consultants, State, local, other public agencies, as well as assisting in Board of Commissioner meetings, workshops, functions and activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Plan, implement, and evaluate, with the Executive Director and Board, District goals and programs for planning, development, grant, intergovernmental, and other designated functions.
2. Coordinate and provide overall leadership to the District's long range and comprehensive planning functions, and, with the Board and Executive Director, represent the District in planning, development, community, foundation, and environmental interests.
3. Direct and perform District wide planning functions, and, with the Executive Director, provide for the ongoing assessment of community interest and directions.
4. Assist in the development of District missions, services, and functions such the District's Comprehensive Plan.
5. Direct and coordinate planning and development related projects with consulting planners, state and local agencies, attorneys, and other resources, and guide consultant selection, project management, development of findings, reviews, and presentations.
6. Coordinate and provide liaison with recreation and park related foundations and provide ongoing search for development opportunities, problem solving, and funding resources.
7. Coordinate, prepare, and present proposals, presentations, and other communications.
8. Guide and formulate solutions to complex development processes and issues such as project or acquisition team structures, superfund site remediation strategies, deed restrictions, or diverse ownership claims and interests.
9. Responsible for preparation of planning budgets and advising the Executive Director on a regular basis regarding the status of budgets and accounts.
10. Serve as a resource to the Executive Director, Commissioners, Division directors, Department managers, and District staff; and attend Board of Commissioner meetings, as needed. Also represent District to outside agencies.
11. Attend various continuing education meetings, seminars. and workshops.

12. Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- Equivalent to five years of experience in organization-wide planning with professional, leadership, community relations, legislative, and administrative responsibilities, as well as successful foundation, grant solicitation, and project management accomplishments.
- Requires Master's Degree in Urban Planning or related field, or equivalent experience and training supplemented with continuing education workshops.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted urban planning and development principles as well as the ability to research and implement District planning standards and principles.
- Knowledge of state, federal, and local recreation and parks related planning and development laws, regulations, processes, and practices.
- Knowledge of public and private sector development resources, foundations, proposal, presentation, and contract administration.
- Skills in computer software applicable to position.
- Outstanding skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/district improvement.
- Ability to work with a growing district and lead or participate in collaborative activities.
- Ability to interpret and analyze legislative, development, land use, and District comprehensive planning and management policies and information.
- Knowledge of and ability to implement trends and practices in district planning, development, organization, management and community interests.
- Ability to effectively manage and, when designated, supervise diverse work activities of consulting, professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise planning and development reports.
- Ability to communicate effectively both verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking work environment. Work is performed in an office and public meeting environment and requires evening meetings and weekend duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit for long period at a time.
- The individual must regularly lift and/or move up to 20 pounds.
- This job includes repetitive keyboarding and working with spreadsheets and programs on a computer screen.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature