



## CLASS TITLE | PARKS PLANNER

PAY GRADE: EX-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 01/07/2026

CLASS CODE: 2138

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**PURPOSE OF THE CLASSIFICATION:** Under general direction performs professional park design work and short- and long-range planning focused on the construction and improvement of City parks and recreational facilities, and develops and implements comprehensive plans, procedures, and programs; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Plans, organizes, and conducts park, land use and urban design studies, researches data, analyzes conditions, prepares graphics and written reports for park land use proposals
- Uses, interprets, and prepares maps, plans, charts, or other graphic illustrations
- Maintains maps, files, and databases concerning parks
- Prepares detailed graphics, reports, and presentations for a wide range of development projects
- Prepares conceptual drawings, specifications and park plans for park projects
- Prepares materials for inclusive, collaborative and meaningful public engagement efforts in the community to facilitate the development of park plans
- Serves as liaison with division heads, private contractors, planning and permitting staff, and other departments involved in parks projects
- Evaluates the condition of existing facilities and makes recommendations for improvements
- Produces cost estimates for projects
- Presents to the public and various groups interested in park development and receives feedback to utilize in the process of planning for parks amenities and comprehensive plans
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- Completion of one hundred and twenty (120) hours from an accredited college or university in landscape architecture, parks administration, urban planning, or a closely related field; **and**,
- Four (4) years' experience relevant to the essential tasks listed in this job description.



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### Knowledge, Abilities and Skills:

#### Knowledge of:

- Considerable knowledge of the principles, practices, methods, and trends of park planning and design
- Comprehensive knowledge of GIS software applications, GPS data collection and analysis and CAD
- The theory and practice of park management
- The methods and materials used in light construction work
- Parks design and cost estimating, including construction documents
- Statistical research methods as applied to the collection and tabulation of data affecting park planning
- Long-range project planning practices
- Laws and regulations related to planning, zoning and environmental protection pertaining to park projects
- Spreadsheet and word processing software

#### Ability to:

- Analyze social and physical problems of parks and to formulate effective solutions
- Bring planning assignments to completion through the formulation of creative planning solutions
- Strategize, coordinate, and implement short- and long-range goals for park construction and improvement
- Evaluate existing facilities and make sound recommendations for improvements
- Plan, design, layout, and prepare specifications for complex park projects
- Speak effectively to large and small groups concerning park projects
- Communicate effectively both verbally and in writing
- Utilize high level interpersonal skills in order to understand, select, develop and motivate internal and external customers

#### Skill in:

- The use of computers and various software including word processing, spreadsheets and operating systems
- Leadership and organizational skills, including effective decision-making
- Excellent meeting, workshop, and conference facilitation skills, with knowledge of how to foster attendee participation and collaboration in small and large groups
- Analytical and problem-solving skills to manage shifting priorities, demands and timelines

### Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds with occasional lifting



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and carrying up to 10 pounds; occasional pushing and pulling up to five pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**,
- b) Possession of a valid design license or certificate of registration as an architect, civil engineer and/or landscape architect *preferred*.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and requires some travel to various City park locations to inspect natural, wooded sites for future facility construction.

**EEO Code: E-02**

**Group: Engineering, Planning and Technical**

**Series: Parks & Recreation**