



**PLANNER I SENIOR  
(Parks/Greenways)**

**DEPARTMENT:** Community Services/Parks and Recreation

**NATURE OF WORK:**

Performs journey level professional work developing plans and programs for use of parks and greenways. Uses the County's overall Greenways Master Plan (GMP) to develop greenways. Conducts site analyses and prepares designs and specifications for park development projects; directs project development. Duties are performed under the general supervision of the Superintendent of Parks and Facilities.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Implements projects identified on the GMP.

Holds public meetings as necessary, and confers with developers, the public, and special interest groups to formulate and develop GMP.

Determines the effects of regulatory limitations on greenways projects.

Assesses the feasibility of greenway projects and identifies necessary changes.

Prepares graphic and narrative reports on greenways data, including land area maps overlaid with geographic variables.

Advises Parks and Recreation staff on greenways project feasibility, cost-effectiveness, regulatory conformance, and possible alternatives.

Conducts field investigations, greenways surveys, impact studies or other research to compile and analyze data on economic, social, regulatory, and physical factors affecting greenways project.

Keeps informed about economic and legal issues involved in zoning codes, building codes, and environmental regulations that may affect the GMP.

Consults with property owners and developers concerning inclusion of property in the GMP.

Prepares grants for greenway development and park enhancements.

Prepares program statements and preliminary and conceptual designs for the development or renovation of various projects.

Works with contractors, reviews drawings and specifications of construction projects.

Recommends changes to GMP, departmental policies and procedures and other processes as appropriate.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Work is performed primarily in an office setting. Operates general office equipment including telephone, calculator, computer keyboard, and copier. Some field work required. May require working irregular hours including evening meetings.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and processes for providing customer and personal services.

Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of laws, legal codes, court procedures, precedents, governmental regulations, executive orders, agency rules, and the democratic political process.

Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Knowledge of computer hardware and software, including applications and programming.

Skill in communicating effectively in writing as appropriate for the needs of the audience.

Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Skill in understanding written sentences and paragraphs in work related documents.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Skill in managing one's own time and the time of others.

Skill in talking to others to convey information effectively.

Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.

Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Skill in actively looking for ways to help people.

Skill in adjusting actions in related to others' actions.

Skill in the effective use of computer aided design (CAD) software, desktop publishing, graphics, and spreadsheet software.

Ability to apply general rules to specific problems to produce answers that make sense.

Ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to read and understand information and ideas presented in writing.

Ability to combine pieces of information to form general rules or conclusions.

Ability to communicate information and ideas in speaking so others will understand.

Ability to communicate information and ideas in writing so others will understand.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to tell when something is wrong or is likely to go wrong.

Ability to speak clearly so others can understand you.

Ability to generate or use different sets of rules for combining or grouping things in different ways.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Landscape Architecture, Planning, or an allied field, and three years of professional experience in park planning, including two years of experience in James City County Parks and Recreation Division; an AICP certification or a Master's degree may substitute for one year's experience.

**NECESSARY SPECIAL QUALIFICATION:**

Must possess and maintain certification as a Landscape Architect from the Virginia Department of Professional and Occupational Regulation or successfully complete Virginia Landscape Architecture Certification Exam within one year of employment with James City County.

Date: March 2007

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Planner I Senior (Parks/Greenway) Position Number: 705  
Department: Community Services Division: Parks and Recreation

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>		✓					✓		
<b>Push/Pull</b>		✓					✓		
<b>Hold/Carry</b>		✓					✓		

Manipulation done from:  ground to waist  waist level  waist to shoulder  above shoulder  
(Check all that apply)

Not essential to job function:  Lift  Push/Pull  Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Step stool            | <input checked="" type="checkbox"/> 1 flight           | <input type="checkbox"/> 1-2                           |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder                 | <input type="checkbox"/> 3 or more flights             | <input checked="" type="checkbox"/> 3-4                |
| <input type="checkbox"/> Other _____                      | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function    | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓							✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat  rough  both

Not essential to job function:  Stand  Sit  Walk  Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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