



Job Specification

Job Title: Chief Parks Planner	FLSA Type: Exempt	Date Established: N/A
Department: General Services	EEO Code: 01	Date Revised:
Class Code: 01-11-65	Reports To: Chief of Landscape Architecture	Date Approved: DRAFT

Job Summary

Under general supervision, the Chief Parks Planner is responsible for the vision of public space within the City of Detroit to strengthen and protect the network of over 300 parks, greenways, and public spaces and to ensure all Detroiters have equitable access to that system. This role works as a critical liaison to all other city departments and external partners as the public face of the parks and recreation system for Detroit.

Essential Duties and Responsibilities

- Manage a core team, which includes park planners, and internal grants management.
- Oversee all major planning projects for the City of Detroit Parks, including, but not limited to, 5-year parks and recreation strategic plan, coordination with both internal and external professionals in various aspect of the Joe Louis Greenway including connections to other greenways, parks and public spaces. East Riverfront Asset Study, Historic Fort Wayne, and other planning projects.
- Conduct asset studies to determine how the parks are being utilized and what capital improvements are desired and make formal recommendations both internally and externally.
- Partner with the Recreation Unit to identify opportunities for programing.
- Responsible for the long-term capital budget development in coordination with the Landscape Design Unit as well as the project selection with a roughly \$20 million annual budget.
- Lead the internal grants process in coordination with the Office of Development and Grants to identify new opportunities for funds and provide close oversight of materials and grant proposals prior to submission and maintain close relationships with philanthropic partners.
- Advise on all community engagement strategy and actual engagement related to park development, planning, or special projects.
- Provide strategic guidance for 3rd party partnership agreements.
- Oversee all internal grants management from concept, application, implementation, funding close out, and timely delivery of projects.
- Determine what projects should be pursued and determine how the donation funds should be allocated towards the parks.
- Responsible for policy development and follow through (park renaming ordinance, community engagement ordinance, etc.)
- Oversee the parks and recreation archival and property records, inclusive of deeds and grant encumbrances and current property acquisition and surplus.
- Coordinate with various department on a city-wide policy regarding parks and public open spaces.

Qualifications (required):

- Bachelor's degree in planning, engineering, business administration, public administration or a related field of study.

- Minimum of seven (7) years of recent and progressive managerial and administrative experience, including staffing, budgeting, project management and operations management, preferably in connection with large-scale public or private operations.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Qualifications (preferred):

- Master's degree preferred. Experience in one of the following: urban planning, sociology, public policy, landscape architecture, architecture, urban design or related fields preferred.

Knowledge, Skills, and Abilities

- Advanced knowledge of municipal processes including procurement, council approval, conversions etc.
- Knowledge of principles of organization and general administrative practices including budget preparation and administration, personnel management, project management, business planning.
- Knowledge of policies, rules, laws, and legal provisions applicable to planning parks projects.
- Strong public speaking skills
- Strong writing skills.
- Strong skill in project management.
- Skill in effective oral and written communication with department heads and staff, customer agencies, contractors, consultants, public officials, and the public.
- Skill in planning, directing and coordinating the activities of an organization.
- Ability to work effectively as part of a work group/team.
- Strong ability to lead the internal grants process.

Licenses, Certifications, and Other Special Requirements:

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to (20) pounds.

Work Environment

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes: