

Working Title

**Parks and Recreation Planner II**

Department/Division

**Parks & Recreation - Planning Design and  
Development  
Full Time**

Job Type

Requisition ID:  
**37138**

Work Location:

**Parks & Recreation – Administration**

Pay Range:

**A.11, \$57,616.00 - \$87,318.40**

Starting Salary:

**Depending upon Qualifications**

Work Schedule:

**Monday - Friday, 40 hours per week**

Job Open Date:

**6/17/22**

Application Deadline:

**7/10/22**

**Job Duties:**

**Our Commitment**

Virginia Beach Parks & Recreation (P&R) is dedicated to promoting healthy lifestyles and protecting our environment. We ensure all residents – regardless of their physical, social, and economic circumstances – can access our programs. As a department, we strive to enhance the quality of life for our community by improving the physical and mental well-being of our residents.

*Are You . . .*

- *Ready to make a difference?*
- *Motivated and driven to lead efforts in the planning and development of parks & recreation facilities?*

**THEN WE WANT YOU TO JOIN OUR TEAM!**

The **PARKS & RECREATION PLANNER II** - Performs and coordinates a variety of professional parks and recreation planning, design and development duties within the Virginia Beach Parks & Recreation Planning, Design & Development Division.

Duties and responsibilities include, but are not limited to:

- Reviews and interprets plans, studies and reports for various parks and recreation planning and development projects related to facility improvements, maintenance and renovation - Capital Improvement Program (CIP) projects. Reviews and interprets surveys, plans, drawings and maps.
- Prepares concept and master plans for parks and recreation related improvements such as park renovations, playgrounds, walkways and connectivity, parking, and other park amenities.
- Coordinates and serves as project manager in the development and updating of parks and recreation related facilities.
- Prepares and/or reviews reports such as policy documents on parks and recreation related strategic issues, potential private public opportunities, etc.
- Coordinates and serves as project lead in the oversight of designated Parks and Recreation CIP projects in terms of monitoring funding issues and ensuring consistency with the Department's long range plans. In addition, depending on the scope of the CIP project, the position may also coordinate overall design and scheduling with internal and external stakeholders.
- Conducts and/or reviews studies such as land use, site constraints and feasibility analysis to determine viability of parks and recreation related CIP projects.
- Prepare reports for public hearings on topics such as project updates, status, or results from findings. Interprets public policy and codes.

**The Perks**

*Employees who are new to the Virginia Retirement System are eligible for:*

- Partial Work From Home and Flexible Scheduling Options
- 11 Paid Holidays plus 3 Additional Personal Holidays
- 18 Days of Paid Time Off (PTO)
- Medical, Dental, Vision, and Prescription Coverage
- Legal and Identity Theft Protection
- Virginia Retirement System (VRS) Hybrid Retirement Plan & Basic Life Insurance
- Commonwealth of Virginia 457 Deferred Compensation Plan (COV 457)
- Hybrid 457 Cash Match
- Virginia Local Disability Program (VLDP) – Income Replacement (Short Term Disability, Long Term Disability, and Long Term Care)

- Optional Life Insurance
- Wellness Programs
- Employee Assistance Program / Work-Life Services
- Paid Maternity/Paternity/Parental Care Leave

**Official City Job Description:**

[https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Planner\\_II\\_02205.pdf](https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Planner_II_02205.pdf)

**Working Conditions:**

There is no working conditions statement available for this position at this time.

**Minimum Requirements:**

**MINIMUM QUALIFICATIONS:**

Requires any combination of education (above the high school level) and/or experience equivalent to eight (8) years in fields such as urban studies or regional planning that utilize the required knowledge, skills, and abilities.

**SPECIAL REQUIREMENTS:**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Additional Requirements:**

- DMV Transcript: Required
- CDL: Not Required
- DOT History: Not Required
- CPS Check: Not Required
- Physical: Not Required
- Respirator: Not Required
- Polygraph Review: Not Required
- Psychological Screening: Not Required

Attachments Required: Certification as a Planner through the American Institute of Certified Planners (AICP), or certification as a Landscape Architect in the Commonwealth of Virginia

**Preferences:**

In addition to the minimum requirements, the ideal candidate for this position will have experience listed in the preferences below. Candidates with the preferred experience should ensure the information is provided in the application.

- \* Certification as a Planner through the American Institute of Certified Planners (AICP), or certification as a Landscape Architect in the Commonwealth of Virginia
- \* Experience in parks and recreation facility or outdoor recreational planning and design
- \* Experience in using AutoCAD, Photoshop, Sketchup, Lumion, as well as other design related

software

\* CIP project management experience in planning and/or implementing capital improvement projects.

\* Experience preparing reports, studies, etc.

\* Experience in review of site plans for compliance with appropriate ordinances

### **Special Instructions:**

Applicants will be reviewed and interviews will occur on an on-going basis until the closing of this requisition. If a qualified candidate is found prior to the closing date, this requisition will be closed.

This position is being advertised as a pool, and applications will be used to fill current vacancies and any other similar Planner II positions that become available within six (6) months from the closing date of this posting.

This is an Alpha I position, which requires reporting to work during periods of emergency or inclement weather, regardless of the City's operational status.

- Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
- You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.
- Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.
- Please provide a copy of any certifications or related professional licenses.

**VRS Contribution:** All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

**Drug Free Workplace:** The City of Virginia Beach maintains a drug free workplace.