

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Parks Planning Supervisor	CLASS. CODE: 0364
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Parks Operations Manager	DATE: 7/1/2002

---

**Job Summary:**

The Parks Planning Supervisor is responsible for development, implementation, and management of programs, services, and personnel of the Parks Planning Section.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises professional personnel involved in technical design, studies, and planning.
2. Prepares and manages acquisition program.
3. Administers Capital Improvement Plan and operating budgets.
4. Administers implementation of the comprehensive park system master plan.
5. Administers and recommends revisions to codes and regulations.
6. Manages section support to other departments in design, plans review, and technical assistance.
7. Coordinates with other city departments on environmental issues, landscape design, and parks/open space/trails.
8. Establishes criteria, develops projects, and assesses the effectiveness of major programs.
9. Deals with park interest groups and board members to disseminate information on an average of one to three times per month.
10. Develops guidelines, procedures, and standards using a "work plan" very specific to job responsibilities.
11. Assigns, directs and reviews the work of subordinate employees.
12. Sets priorities, prepares schedules, and makes assignments for completion of work.
13. Prepares workload and production reports, submitting them as necessary to higher level supervisor.
14. Interviews candidates for positions in the work unit and makes recommendations for appointments.
15. Advises employees of the performance requirements of their positions and keeps them informed individually of their progress in meeting the requirements.

**Important Job Functions**

1. Represents department and division on task forces and public meetings.
2. Supervises and monitors execution of contracts.
3. Performs general office duties.
4. Handles public information.
5. Effects minor disciplinary measures such as warnings and reprimands-- recommending action in more serious cases.
6. Controls attendance and leave, typically including approval of sick and annual leave and vacation schedules.
7. Deals with union stewards in matters involving supervisory responsibility, where labor-management agreements exist,
8. Plans and carries out the training and development of employees.
9. Assists in developing budget recommendations.

**City of Salem**  
**CLASS SPECIFICATION**

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Landscape Architecture or Park Administration; and,

Seven to ten (7-10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Registered Landscape Architect required.
- Certified Playground Safety Inspector is desirable.
- Certified Erosion Control Specialist is desirable.
- Certified Leisure Professional is desirable.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Contemporary office practices and procedures and basic office software products.
- Park planning and design.
- City codes and personnel policies.
- Environmental design and regulations.
- All technical aspects of landscape architecture.
- Maintain required work hours and attendance.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Demonstrate skills in management and landscape architectural design.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Grasp and hold objects for drafting purposes.
- Bend, kneel, and stoop.
- Lift up to 20 lbs.

***City of Salem***  
**CLASS SPECIFICATION**

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.