

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV77665
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	9040		

Job Code Established:	01/01/94	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Land, Parks and Forestry Series

JOB CODE TITLE: RECREATIONAL PLANNER I

HRIS TITLE: RECREATIONAL PLANNER I

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for professional field and office work of average difficulty in obtaining, analyzing, reporting, reviewing, updating and interpreting statistical data, regulations and other information for planning, reviewing and coordinating regional recreational planning activities; performs administrative duties; and performs related work as required.

EXAMPLES OF DUTIES: Assists in research planning and in gathering and analyzing planning data; may supervise collection on data reduction team; reviews proposed plans for accuracy, completeness and compliance with funding requirements and area regional or statewide plans and maintains liaison with participants; performs on-site inspections of projects before, during and following construction and maintains required project records; updates procedures and manuals with changes in funding requirements; develops recommendations and prepares preliminary reports on planning assignments; handles routine administrative duties.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the principles and practices of general and recreational planning; parks, recreation, public administration, economics, finance, land use, transportation, recreation demand and sociology as related to recreational planning.

Ability to: perform research on factors in population movement and recreation demand; plan, analyze, develop recommendations and report statistical studies; review recreational plans and to read and interpret funding requirements.

Skill in: public contact and public relations.

SPECIAL SELECTION FACTORS: Bachelor's degree from an accredited college or university and one year of experience in planning, or a Master's degree in planning. Professional experience in recreational planning may be substituted for the required education on month-for-month basis.