

State of Washington
Parks and Recreation Commission
invites applications for the position of:

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Working for Washington State

Parks Planner 4 (Tumwater) 04760

SALARY: \$5,772.00 - \$7,574.00 Monthly

OPENING DATE: 04/12/22

CLOSING DATE: Continuous

DESCRIPTION:



The Washington State Parks and Recreation Commission is recruiting to fill a **Parks Planner 4**, which will be a lead position in the agency for the identification, development, and sustaining of strategic partnerships, relationships, and public-private enterprises. The goal of these **strategic partnerships** is to help develop or re-develop new or existing parks through creative funding mechanisms and/or developer/concessioner funding. This position will be expected to help identify, develop, and manage the relationships, policies and contracts needed to support these efforts, as well as the contracting, permitting, funding, and real estate transactions associated with this work. This position is expected to work collaboratively across the agency and with external partners, tribes, and the public to coordinate and collaborate on efforts and to help identify the operational and capital needs associated with development or redevelopment activities and will be expected to help shepherd initiatives through the Commission process. The Parks Planner 4 will be an active member of the **Partnerships and Planning Team** in work planning and prioritization, park planning, grant development, capital projects, tribal consultation and coordination, and policy development.

Washington State Parks is governed by a board of seven volunteer citizens appointed by the Governor. Commission members serve staggered six-year terms, setting public policy and guiding the agency. The Washington state park system includes more than 100 developed parks, recreation programs, trails, boating safety and winter recreation.

Our Mission

The Washington State Parks and Recreation Commission cares for Washington's most treasured lands, waters and historic places. State parks connect all Washingtonians to their diverse natural and cultural heritage and provide memorable recreational and educational experiences that enhance their lives.

Our Vision

Washington's state parks will be cherished destinations with natural, cultural, recreational, artistic and interpretive experiences that all Washingtonians enjoy, appreciate and proudly support.

Washington State Parks employs more than 700 permanent staff and more than 350 seasonal and temporary staff throughout the state. The headquarters office is located in Tumwater, and region offices are located in Burlington, East Wenatchee and Tumwater.

We are currently recruiting for one (1) full-time, permanent, **Parks Planner 4** based out of the headquarters' office in Tumwater, WA.

The duty station for this position is Tumwater, WA. Due to the COVID-19 pandemic, employees are working a combination of in-office and teleworking based on the position and business needs. Once the restrictions are lifted, this position may be available for continued partial telework opportunities, depending on business needs and supervisor approval.

For more information on Washington State parks please visit click [here!](#)

If you have any questions regarding this recruitment, please contact the manager listed in the "Supplemental Information" section of this publication.

This posting will remain open until filled. It is in the candidate's best interest to apply before May 2nd, 2022 when a first review of applicants will be completed. The hiring authority reserves the right to fill this position at any time after that date without notice.

DUTIES:

In support of the Partnerships and Planning Program, this position provides planning and project administration for projects involving **public and private partners** in complex contractual or strategic relationships. The position actively works to identify, secure and sustain partnerships for new high-profile initiatives and/or specific park projects, as well as to collaborate with partners on complex planning and funding initiatives and identify appropriate recreation concessionaire partnerships. The position writes, staffs, coordinates, and otherwise leads the processes leading to agreements or contracts with partners and acts as the agency's subject matter expert in public-private partnerships. The position relies on knowledge of capital project planning and execution, general park operation issues, and grant applications and implementation.

Duties include, but are not limited to:

- Lead large-scale agency partnership projects which result in significant capital improvements or new capital endeavors funded by partners, or by a combination of public and private funds.
- Lead the processes to identify, procure, plan, establish and maintain strategic partnerships and public-private enterprises.
- Lead or assist with public meetings and hearings, as well as tribal consultation and coordination.
- Manage capital projects. Administer and manage Architect/Engineering (A/E) contracts, Personal Service Contracts, Emergency Contracts, Interagency Agreements, and Public Works Contracts.
- Prepare and submit grant applications or programs from several funding sources as assigned or needed.
- Work to ensure that principles around diversity, equity, and inclusion are considered and integrated throughout the agency's partnership framework and associated activities.

QUALIFICATIONS:

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with a majority of course studies in landscape architecture, park resource planning, business administration, real estate, land use planning or other major that would be considered an equivalent field of study.
- Four (4) years of professional experience working collaboratively with partners on high-profile projects, experience with public-private enterprises, concessioner agreements, recreational management groups, park and recreational facility design, landscape design, plan development and/or public testimony and facilitation.

- Valid unrestricted (except for corrective lenses) driver's license.

DESIRED QUALIFICATIONS:

- Knowledge and experience with fundraising.
- Registration as a Landscape Architect in the State of Washington.
- Understanding and experience with contract law.
- Knowledge of and experience with Low Impact Development.
- Leadership in Energy & Environmental Design (LEED) accreditation.
- Knowledge and experience with real estate law.

CONDITION OF EMPLOYMENT: Per Governor Inslee's [Emergency Proclamation 21-14 \(Download PDF reader\)](#), all Washington State Parks employees must be fully vaccinated against COVID-19 by the date of hire. Please note that any offer of employment is contingent upon you providing verification of your vaccine status. No start date will be approved until you have verified your vaccine status. If you have questions about this requirement, please contact the recruitment team at HR.Recruitment@parks.wa.gov.

SUPPLEMENTAL INFORMATION:**HOW TO APPLY:**

To ensure consideration, please complete the online job application and profile at www.careers.wa.gov. Use reference number **04760** when searching for the job announcement.

You must attach or embed in your application the following:

- **Letter of Interest specifically addressing the qualifications listed in this announcement.**
- **Current resume.**
- **Three professional references.**

****All requested materials must be submitted. Incomplete or late application materials will not be accepted. Failure to follow application process may disqualify you from further consideration.****

The information provided in your application must support your selected answers in the application questions. Answers will be verified and documentation may be required. Responses not supported in your application will disqualify you for consideration of employment from this recruitment.

Diversity, Equity, and Inclusion -

The Washington State Parks and Recreation Commission is committed to creating an equitable, hospitable, appreciative, safe, and inclusive park environment – one that embraces and values the full spectrum of all community members' contributions. The Commission makes this commitment because:

- Diversity strengthens the workforce in competence and ability.
- Celebrating diversity appreciates and values individual differences.
- Diversity serves an increasingly heterogeneous society.
- Diversity helps ensure the relevance of a state park system, its mission, properties, and programs to all people of this state today and in the future.
- Diversity, Equity, and Inclusion strengthens our ability and commitment to serve all citizens.

The Washington State Parks and Recreation Commission is an equal opportunity employer. We are committed to creating and sustaining a working environment that includes, welcomes, and respects diverse identities of race, culture, ethnicity, sexual orientation, gender, and more. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam veterans and people of all sexual orientations and gender identities are invited to apply. Persons desiring any accommodations in the application process or this job announcement in an alternative format may contact the human resources office at (360) 902-8565. Applicants who are

deaf or hearing impaired may call through the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

For information about this position, please contact Heather Saunders at Heather.Saunders@parks.wa.gov or (360) 902-8631.

Parks Planner 4 (Tumwater) 04760 Supplemental Questionnaire

- * 1. Do you have (at least) a Bachelor's degree from an accredited college or university with a majority of course studies in landscape architecture, park resource planning, business administration, real estate, land use planning or another major that would be considered an equivalent field of study?
☐ Yes
☐ No
- * 2. In regards to question #1, please indicate your field of study and what degree you have completed. If this does not apply, enter "N/A".
- * 3. How many years of professional experience do you have working collaboratively with partners on high profile projects, experience with public-private enterprises, concessioner agreements, recreational management groups, park and recreational facility design, landscape design, plan development and/or public testimony and facilitation?
☐ I have less than 1 year of experience.
☐ I have 12 - 23 months of experience.
☐ I have 24 - 35 months of experience.
☐ I have 36 - 47 months of experience.
☐ I have 48 - 59 months of experience.
☐ I have 60 months or more of experience.
- * 4. Please provide two examples related to working collaboratively with partners on high-profile projects, public-private partnerships, concessioner agreements, and/or recreational management groups. Please describe your role, the types of stakeholders involved, the goal of the effort, and the outcomes.
- * 5. Do you possess a valid unrestricted (except for corrective lenses) driver's license AND two (2) years of driving experience?
☐ Yes
☐ No
- * 6. How much experience do you have with fundraising?
☐ I have less than 1 year of experience.
☐ I have 12 - 23 months of experience.
☐ I have 24 - 35 months of experience.
☐ I have 36 - 47 months of experience.
☐ I have 48 - 59 months of experience.
☐ I have 60 months or more of experience.
- * 7. Please describe your experience with traditional or non-traditional fundraising.
- * 8. Are you currently registered as a Landscape Architect in the state of Washington?

- ☐ Yes
- ☐ No

* 9. Select the answer below that best describes your knowledge and experience with landscape architecture and sight design?

- ☐ I have little or no experience performing this.
- ☐ I have experience performing this activity under direct supervision.
- ☐ I am skilled at performing this activity and I have performed it independently.
- ☐ I am an expert in performing this activity and I have trained or led it (3 or more years of this experience).

* 10. Select the answer below that best describes your knowledge and experience with Low Impact Development.

- ☐ I have little or no experience performing this.
- ☐ I have experience performing this activity under direct supervision.
- ☐ I am skilled at performing this activity and I have performed it independently.
- ☐ I am an expert in performing this activity and I have trained or led (3 or more years of this experience).

* 11. How much experience do you have with contracting, permitting, and real estate transactions?

- ☐ I have little to no experience performing this.
- ☐ I have experience performing this activity under direct supervision.
- ☐ I am skilled at performing this activity and I have performed it independently.
- ☐ I am an expert in performing this activity and I have trained or led it (3 or more years of this experience).

* 12. Are you currently L.E.E.D (Leadership in Energy and Environmental Design) certified?

- ☐ Yes
- ☐ No

* 13. Per Governor Inslee's Proclamation 21-14, state employees must be fully vaccinated against COVID-19 no later than the date of hire. Are you willing to accept and comply with this condition of employment?

- ☐ Yes
- ☐ No

* Required Question