



State of Washington Recreation Planner, Parks Planner 4

SALARY	\$6,198.00 - \$8,334.00 Monthly \$74,376.00 - \$100,008.00 Annually	LOCATION	Thurston County – Olympia, WA
JOB TYPE	Full Time - Permanent	JOB NUMBER	2023-11-5572-14892
DEPARTMENT	Dept. of Natural Resources	OPENING DATE	11/20/2023
CLOSING DATE	12/11/2023 11:59 PM Pacific	SALARY INFORMATION	The high end of the salary range, Step M is typically a longevity step

Description



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES



Recreation Planner, Parks Planner 4**Recruitment #2023-11-5572****Full-time, Permanent, Represented position****Location: Natural Resources Building- Olympia, WA****Location and Partial Telework flexibility may be available and considered****Salary: \$6,198.00 - \$8,334.00 Monthly**

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 12/4/23. It is in your best interest to submit materials as soon as possible.

Want to join something GREAT and make a difference?

Are you a licensed landscape architect or architect with strong project management skills who wants to contribute to the future of public lands? The Washington Department of Natural Resources (DNR) Recreation and Conservation Division is looking for a Recreation Planner to administer and conduct strategic, landscape, and operational planning across different regions throughout the state. The planner will also be responsible for conducting public outreach and plan development that results in high quality recreational opportunities through collaboration with region staff, tribes, stakeholders, and partners. DNR's recreation program consists of more than 160 sites, including over 80 campgrounds and 1,200 miles of trails available for a diversity of uses statewide. This position is essential for planning, budgeting, and executing the program's climate resilience, environmental justice, renovation, and development strategies.

The successful candidate will have a service mindset and build rapport with region staff, tribes, partners, and stakeholders. In addition to having a strong background in relevant design work, they will be familiar with the development project lifecycle and project management tools and techniques. While they won't be directly managing the development itself, they will need to be familiar with all stages of the process, including permitting and contract management, in order to support region project managers as needed.

Duties**Responsibilities:**

Planning

- Leads and manages planning initiatives.
- Co-leads and supports regions in the development of plans and reports.
- Develops landscape-level plans, site plans, and other multi-faceted and collaborative plans, projects, and processes with DNR staff, other agencies, tribes, stakeholders, and partners.
- Develops facility and trail designs and technical specifications.
- Coordinates with Division and region staff in biennial work planning and budget development.

- Conducts research and develops maps, plans, and reports.
- Co-leads (with regions) public meetings, workshops, and charrettes to engage visitors, stakeholders, and other entities in planning projects and issues.
- Integrates Diversity, Equity, and Inclusion and Environmental Justice into planning work to ensure overburdened communities and vulnerable populations are taken into consideration early in the planning process.
- In coordination with subject matter experts and region staff, develops standards, signs, and sign plans for recreation trails and facilities with accessibility in mind.

Project Management

- Supports regions with managing complex development and renovation projects.
- Serves as technical resource to region staff, including SEPA, permitting, procurement, contracting, etc.
- Develops project budget estimates.
- Establishes and manages project schedules.
- Leads or participates in project teams.
- Incorporates community needs and feedback when establishing and coordinating public committees.

Other

- Coordinates with state, county, and local governmental agencies and tribes, elected officials, non-profits, stakeholders, the public, and other DNR sections to plan and complete projects and represent agency policies and priorities externally.
- Prepares, coordinates, and/or assists regional recreation staff with the creation of grant application materials.
- Assists region staff and Recreation Grants Manager in preparing requests for project scope changes or extensions.

Qualifications

Required Qualifications:

- A Bachelor's degree or higher involving major study in park planning, park administration, landscape architecture, land planning, engineering, or other major which included course work in park planning, park administration, or related field.
- Four years of professional experience in park planning, development, operations, administration, or a related field.
- Licensure in landscape architecture or architecture.
- Knowledge of: theory, principles, practices, trends and problems in recreation facility development; recreation planning; principles and practices of landscape architecture; interrelationship of structural and topographical elements, soils, ground water, vegetation, and human social and recreational needs; sketching, rendering and drafting techniques and instruments; State and Federal regulations.

- Project management skills as demonstrated by education and/or professional experience.
- Proficient in AutoCAD, Microsoft Office Suite, graphics programs, or similar software.
- Ability to develop and maintain positive relationships with internal and external stakeholders and organizations.
- Demonstrated ability to create, monitor, and work within project scope, budget, and schedule.
- Excellent verbal, written, and graphic communication skills as demonstrated by education and professional experience.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence

Special Requirements and Conditions of Employment:

- Predominately office setting; field visits required on a regular basis.
- Some travel for site visits, public meetings, and project oversight required.
- A valid unrestricted driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.

Desired Qualifications:

- Knowledge of public lands management.
- Knowledge of Civil 3D, GIS, and Adobe Creative Suite.
- Knowledge of motorized and non-motorized recreation.
- Knowledge of construction permitting in Washington State or similar processes.
- Knowledge of government procurement processes and architectural and engineering contracting.
- Knowledge of environmental justice, including understanding historical and present-day context.
- Have an established record of being a PEAR (Pro-Equity, Anti-Racism) change agent.

Supplemental Information**Application Requirements:**

- To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above).
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired, and special requirements.

- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include it with your resume.
- Attach a copy of your college degree certificate or an unofficial copy of your transcripts. If you have questions regarding attaching this document please contact dnrrecruiting@dnr.wa.gov. If you do not attach your college degree certificate or an unofficial copy of your transcript your application will not move forward in the application process.
- Attach 3-5 examples of your project designs that demonstrate your relevant design experience. You may submit them as attachments to the application or include a link to an online portfolio.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- Complete all supplemental questions.
- Candidates who move forward in the recruitment process may be contacted via email at info@governmentjobs.com with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

Questions? Please contact Sam Hensold at sam.hensold@dnr.wa.gov/360-515-6470 or e-mail us at DNRrecruiting@dnr.wa.gov

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of which include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)

- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit www.uscis.gov.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your social security number prior to attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email DNRrecruiting@dnr.wa.gov. Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email CareersHelp@des.wa.gov.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Benefits

More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems' web site](#).

Employees also have the ability to participate in the [Deferred Compensation Program \(DCP\)](#). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you

defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

Agency

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Phone

[View Posting for Agency Contact](#)

Website

<http://www.careers.wa.gov>

Recreation Planner, Parks Planner 4 Supplemental Questionnaire

*QUESTION 1

Please describe what interests you about the Department of Natural Resources.

*QUESTION 2

Please describe what a work environment based on diversity, equity, inclusivity and belonging means to you.

*QUESTION 3

Do you have a Bachelor's degree or higher involving major study in park planning, park administration, landscape architecture, land planning, engineering, or other major which included course work in park planning, park administration, or related field?

- Yes
- No

*QUESTION 4

Have you attached a copy of your college degree certificate or an unofficial copy of your transcripts? This is a required attachment. If you do not attach your college degree certificate or an unofficial copy of your transcript your application will not move forward in the application process.

- Yes
- No

***QUESTION 5**

Do you have at least four years of professional experience in park planning, development, operations, administration, or a related field?

Yes

No

***QUESTION 6**

Do you have licensure in landscape architecture or architecture?

Yes

No

***QUESTION 7**

Do you have education and/or professional experience in project management?

Yes

No

***QUESTION 8**

Are you proficient in AutoCAD, Microsoft Office Suite, graphics programs, or similar software?

Yes

No

***QUESTION 9**

Do you have a valid unrestricted driver's license and at least two years of driving experience?

Yes

No

***QUESTION 10**

Where did you originally hear about this job posting?

www.dnr.wa.gov

- www.careers.wa.gov
- WA WorkSource office or WorkSourceWA.com
- Governmentjobs.com
- Monster
- Indeed
- LinkedIn
- Twitter
- College/university website/career fair
- Handshake
- Newspaper
- Direct Email Notification
- Statewide Employee Business Resource Groups (BRG)
- Professional/Personal Network
- Job Board
- Job Fair
- Zip Recruiter
- Diversity Jobs
- Facebook
- Other (please specify below)

QUESTION 11

If you answered "other" to the previous question, please specify where you originally learned of this employment opportunity in the space below.

* Required Question