

PARKS PLANNING INTERN SERIES

Definition:

Under general or direct supervision performs a variety of technical and sub-professional park planning duties and staff support tasks and performs related work as required.

Class Titles

**Parks Planning Intern I
Parks Planning Intern II
Parks Planning Intern III**

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Researches park-related materials, amenities, products and services; secures price quotes and prepares comparisons.

Conducts surveys and studies and gathers, analyzes and evaluates data as needed.

Assists in the preparation of comprehensive reports including findings and recommendations.

Uses a camera to perform on-site photo documentation of park construction/conditions/assets and maintains computerized photographic files.

Draws basic plans of existing parks/sites and revises/updates existing plans.

Prepares charts, graphs, bulletin board presentations and exhibits and updates maps.

Scans, indexes, files and retrieves park plans and other documents.

Responds to routine telephone or in-person inquiries from a variety of individuals.

Assists in grant research, administration and grant application preparation.

Assists in preparing/posting public notices for projects.

Assists in preparing invitations and press releases for park openings and related events.

Assists in designing basic park projects.

Operates a personal computer and uses applicable software to produce a variety of material.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of files and other items weighing 30 pounds or less.

Class Characteristics:

Parks Planning Intern is a multi-incumbent, non-regular class series. The series is used for training purposes in the field of park planning in the Community Services Department. A Parks Planning Intern I has little or no experience and works under direct supervision. An incumbent at the Intern II level will have some knowledge and/or experience in park planning, have wider responsibilities and be assigned more difficult duties, more complex projects and a wider variety of tasks than a Parks Planning Intern I. An incumbent at the Intern III level will be experienced in the technical aspects of park planning and will be assigned more difficult and complex projects than an intern at the II level.

Contacts and Relationships:

A Parks Planning Intern has the majority of their contact with staff in the Community Services Department although contact with the public, other public agencies, vendors and contractors will occur during the performance of surveys/studies and on-site work.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Knowledge of:

Basic principles and procedures of park planning or landscape architecture.

Basic drafting techniques and project management.

Effective methods of making oral and written reports and presentations.

English usage, spelling, grammar and punctuation.

Techniques of analysis and research.

Computer applications related to area assigned.

AND

Ability to:

Communicate effectively orally and in writing.

Conduct basic drafting, research and analysis.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software programs.

Operate a camera.

Meet the public with courtesy and tact.

Understand and carry out oral and written instructions.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Parks Planning Intern III: Two years of college and continuing progress towards a Bachelors Degree in Architecture, Landscape Architecture, Planning or a related field from an accredited college or university.

Parks Planning Intern III: A Bachelors Degree in Architecture, Landscape Architecture, Planning or a related field from an accredited college or university and continuing progress towards a Masters Degree in a related field.

AND

Experience:

Parks Planning Intern I: None

Parks Planning Intern II: Six months of responsible park planning related duties.

Parks Planning Intern III: One year of technical park planning related duties.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site in parks/open areas and may require sitting for periods of time using a computer keyboard and screen. An incumbent drives a vehicle on City business, uses basic hand tools to include a hammer and screwdriver, stands, walks and may, reach, bend, crouch, kneel, grasp, move, push, pull, drag, lift and carry boxes of files and other items weighing 30 pounds or less. When on-site an incumbent may climb stairs and inclines and walk on slippery, uneven surfaces and slopes. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established July 2004