Natural Heritage Trust
Job Announcement

DATE:   May 9, 2022

TITLE:   Park Planner

WORK LOCATION:   DESP – Planning and Analysis Bureau
Planning and Programs Section
Office of Parks, Recreation and Historic Preservation
Albany, NY 12238

The Natural Heritage Trust on behalf of and through an agreement with the New York State Office of Parks, Recreation and Historic Preservation (NY State Parks or OPRHP) is seeking applicants for a State Park Planner position. NY State Parks has a program to prepare State Park and Historic Site (Parks and Sites) master plans, operations and management plans, pre-acquisition plans, capital plans, etc., for the Parks and Sites system. The individual selected for this position will be responsible for the preparation of those planning documents and meeting NY State Parks’ goals. The successful candidate will be expected to foster communication among staff throughout NY State Parks as well as staff of other agencies, interest groups and the public. Travel and occasional periods of long workdays will be required of the individual filling this position. A valid NYS Driver’s License is required. General work assignments will be in the New York City and Long Island areas; however, specific assignments are subject to workload in other areas of the state. Candidates must have excellent writing skills and a background, interest and working knowledge of planning and environmental review processes. They must be able to develop reasonable schedules and milestones and keep to those schedules as well as develop and promulgate, in an efficient and effective manner, planning documents of all types for the Parks and Sites system.

An important part of the mission of NY State Parks is the provision of quality recreation and the protection and interpretation of its natural and cultural resources. The individual filling this position must have a working knowledge and understanding of recreation and environmental resources within park systems as well as the appropriate use and protection of those same resources.

SPECIFIC JOB DUTIES:

• Prepare master plans and other planning documents for Parks and Sites using sound planning principles and practices
• Coordinate reviews and environmental impacts analyses of Park and Site master plans and other planning documents
• Conduct inventories and research related to planning for Parks and Sites
• Oversee and coordinate planning teams for preparation of specific master plans and other planning documents and reports
• Set up and coordinate public participation such as information meetings and public hearings
• Develop scope of services for special studies related to master plans and other planning documents for the Parks and Sites system
• Provide presentations to agency decision-makers on the status of planning efforts in the Parks and Sites system
• Organize and coordinate intra-agency working groups
• Organize and coordinate study groups consisting of representatives of interest groups, local officials and interested citizens for ongoing planning initiatives
• Work effectively with GIS specialists, environmental analysts, biologists, and other recreation/park planners in the development of master plans, planning reports and other planning documents for the Parks and Sites system

• Assess the implementation of adopted plans by comparing and reviewing park/site capital projects with existing master plans and other planning documents for consistency and environmental review compliance. Recommend and prepare any needed master plan amendments or supplemental environmental reviews.

• Review local development projects adjacent to state parkland for impacts to the NY State Park’s land holdings

MINIMUM QUALIFICATIONS:

• A Bachelor’s Degree in outdoor recreation planning, urban or regional planning, forestry, wildlife, fisheries, biology, environmental science, environmental studies, GIS, landscape architecture, or an equivalent discipline is required

AND

Two (2) years of experience in management and/or planning of park and historic site recreational, natural, and cultural resources.

A Master’s Degree or thirty graduate credit hours in the above-mentioned disciplines or an equivalent discipline may be substituted for one year of the required experience.

• Proficiency with computer applications such as Word, Excel, Access, and PowerPoint.

• Familiarity with parks and historic sites – their resources, management, and operation

• Familiarity with sustainable park designs and planning principles

• Proven capability to prepare plans, and outline and oversee planning processes

• Excellent communication skills both written and oral. Proven ability to work with people.

• Working knowledge of GIS and/or AutoCAD applications preferred but not required.

• A valid NYS Driver’s License or the ability to obtain a NYS Driver’s License is required

PROJECT FUNDING AND DURATION:
The Park Planner is funded through the Natural Heritage Trust (NHT)*. The selected candidate will be an employee of the NHT with work conducted under the supervision of the OPRHP Assistant Division Director for Planning and Analysis and will work closely with other Park Planners in the Planning Bureau. Funding for this position is subject to annual renewal and will be continued based on program needs and availability of funds.

STARTING SALARY:

• $52,000/yr plus benefits.

TO APPLY: Please email a letter of interest, resume, college transcripts, and names and contact information for three professional references to: Diana.Carter@parks.ny.gov or by postal mail to: Diana Carter, Assistant Division Director for Planning and Analysis, NYS OPRHP, Albany, NY 12238 by Close of Business, June 3, 2022. Please insert the words “Park Planner” in the subject line.

*The Natural Heritage Trust is a New York State public benefit corporation. Established in 1968, the NHT’s mission is to receive and administer gifts, grants, and other funds to further public programs for parks, conservation, and historic preservation purposes of the State of New York. The NHT is governed by a four-member Board of Directors comprised of the Commissioner of OPRHP, the Chair of the State Council of Parks, Commissioner of the Department of Environmental Conservation, and the Secretary of State. The NHT is an equal opportunity employer.