



EMPLOYMENT OPPORTUNITY Newcastle Public Works

POSITION:	Parks & Trails Planner
DATE OPEN:	March 20, 2024
DATE CLOSED:	Open until filled. First review: April 15, 2024
SALARY RANGE:	\$88,356/year to \$116,905/year

Join Our Team: Seeking a Parks & Trails Planner!

About the Role:

Newcastle is in search of a dedicated, full-time Parks & Trails Planner to enhance our Public Works Department. This role is essential for the development and maintenance of our city's beloved parks and extensive trail systems. Reporting to the Public Works Director, this position offers the unique opportunity to shape the outdoor spaces our community cherishes.

What You'll Do:

- Lead and manage a variety of capital improvement projects related to parks and trails, including planning, design, and construction.
- Serve as a central figure in the City's comprehensive plan major update as it relates to Newcastle's parks and trails, collaborating with different community groups, and navigating varied interests.
- Coordinate with community groups and volunteers to oversee and clarify the city's objectives within the confines of approved budgets and staffing.
- Research, prepare, and manage grant applications to fund park and trail projects.
- Act as a liaison between city staff, city officials, contractors, and the community, maintaining clear and constructive communication.

Who You Are:

- An experienced professional with a background in landscape architecture, urban planning, or related fields.
- A skilled communicator, adept at working with diverse groups and managing competing interests.
- Knowledgeable in project management, especially related to public works, parks, and trails.
- Proficient in navigating grant processes and familiar with municipal government operations.
- Eager to contribute to the development and maintenance of Newcastle's parks and trails, ensuring they meet the community's needs and expectations.

Why Join Us?

- Impact your community by shaping the spaces where people connect with nature and each other.
- Work within a dynamic team that values innovation and collaboration.
- Enjoy the rewards of bringing to life projects that enhance the city's livability and appeal.

Ready to Shape Our City's Future? Apply to be our next Parks & Trails Planner!

To Apply

Visit the online application form here: [Recruitment Application Form \(jotform.com\)](https://form.jotform.com/233318224892155) or copy and paste the following address into your browser: <https://form.jotform.com/233318224892155>

If you need accommodation, please email Human Resources at jaynew@newcastlewa.gov

All applications must be received by 5:00 p.m. on the closing date.

GENERAL INFORMATION FOR APPLICANTS

SELECTION

- The quality and completeness of the information provided on the application form may determine whether you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days' advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent a notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring based on race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.