



VALLEY COUNTY JOB DESCRIPTION

Recreation Planner

Department: Recreation Department

Reports to: Recreation Director

Pay Grade: D

Date Established: 10/2021

Date Revised: 7/2025

FLSA Status: Non-exempt

SUMMARY

This position plans and seeks funding for recreational initiatives and will oversee the completion of projects. Latitude is allowed for independent judgment and initiative. Strong organizational skills and a documented background of collaboration with a variety of groups is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans present and future recreational initiatives;
- Works with the Director and Recreation Advisory Board to prioritize projects;
- Works with Valley County Grant Writer to secure funding for projects;
- Seeks out additional funding opportunities;
- Oversees initiatives to completion;
- Addresses land rights and easement issues relating to access to recreation;
- Attends land and forest collaboratives pertaining to recreation initiatives;
- Collaborates with Agency and Public partners on a variety of tasks and projects;
- Identifies new opportunities for recreation assets;
- Assists the Director in user/visitor data collection and visitor use management;
- Identifies opportunities to collect user/visitor feedback to improve local recreational programs and infrastructure;
- Works with other Departments to improve access to public lands;
- Work with other departments in establishing a GIS overlay for roads and easements;
- Responds to public inquiries;
- Operates a Valley County vehicle;
- Supports all aspects of recreation;
- Responds to questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Degree in Recreation, Planning, Forestry, Land Use Policy, or related experience;
- Valid Idaho Driver's License;
- Minimum of 2 years working in the recreation field;
- Experience in planning recreational projects;
- Employee supervision experience is preferred;

- Strong customer and public relations skills;
- Strong computer skills;
- Strong written communication skills;
- Basic understanding of the grant process;
- Ability to speak clearly and communicate accurate information to others;
- Ability to follow verbal and written instructions;
- Ability to operate a motor vehicle;
- Ability to maintain a professional manner at all times;
- Ability work independently and exercise initiative, with general guidance and supervision;
- Good judgment and problem-solving skills;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, or manipulate tools. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this job includes those which permit the employee to discern verbal instructions and communicate effectively in person and to discern heavy equipment safety warnings. While performing the duties of this job, the employee works in an office, park, and outdoor area where the noise level in the work environment is usually moderate but can be loud. The work environment includes exposure to adverse weather conditions and exposure to the hazards involving use of heavy equipment and power tools.