



# Your Washington County. Your Parks.

#yourWCparks

## **Now Hiring... The Washington County Planning and Parks Department is hiring a Planning and Parks Analyst!**

### **Duties and Responsibilities:**

- Provides basic clerical support and data entry functions for the department's programs.
- Directs callers and assists walk-in visitors (provides assistance for permits, park reservations, park permits, tree program and other department wide programming).
- Responsible for the sanitary system maintenance program.
- Maintains files and performs a wide variety of general office procedures.
- Communicates with the public. Drafts press releases, e-newsletters, social media postings and other communications for the department and County.
- Serves as a department web master, utilizing html to keep website current and an effective communication tool.
- Assists the organization and planning division with the integration of County goals and objectives throughout the County's planning documents.
- Performs research, planning, and technical analysis for projects as assigned. Assists in preparing short-range plans, studies, and reports on a variety of projects; prepares background studies, reports and analyses as required or assigned.
- Assists in providing staff support and coordination to various advisory committees engaged in making decisions affecting position responsibilities including preparing agendas, minutes and committee coordination.
- Coordinate citizen participation efforts; attends meetings with government officials and citizens groups to discuss and explain plans.
- Works with the city, village and town planning commissions as assigned.
- Performs other duties as assigned, including responding to an emergency event.

### **Minimum Qualifications:**

- Bachelor's Degree in Communications, Parks, Planning, Economic Development, Landscape Architecture, or related field.
- One year experience in a related field.
- Must possess a valid Wisconsin driver's license.

Washington County offers a comprehensive benefits package including: Health, Dental, and Life Insurance; Short and Long Term Disability; Medical and Dependent Flexible Spending Accounts; Wisconsin Retirement System and Wisconsin Deferred Compensation (IRS 457); Paid Holidays and Paid Time Off (PTO).

Visit our website: [www.co.washington.wi.us](http://www.co.washington.wi.us) to learn more and to complete our online application. Please call (262) 335-4633 if you have any questions.