

PARKS AND PROJECTS MANAGER

DEFINITION

Under direction, has administrative responsibility for the design, capital improvement, budget, and contract administration for all City parks, street trees and other municipal landscaped areas; serves as staff to the City's Parks Commission and Main Park Task Force; acts as liaison among the City, other public agencies and the public on matters related to City landscaped areas; provides professional assistance to the City Manager, Public Works Director and others in areas of responsibility; and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class serves as the City's professional expert on all matters related to the development, modification and maintenance of parks, street trees and related landscaped areas. Successful performance of the work requires a broad education and experience background related to the design, improvement and maintenance of parks and grounds as well as the ability to manage capital improvement projects, negotiate and administer a variety of contracts and develop and oversee multiple budgets. This class is distinguished from Public Works Maintenance Supervisor in that the latter has supervisory responsibility for field staff and activities related to the maintenance of streets, storm and sanitary sewers, parks and other City infrastructure. It further differs from the Public Works Director in that the latter has overall management responsibility for all staff and activities of the Public Works Department, including infrastructure development and maintenance, planning and building.

EXAMPLES OF DUTIES (Illustrative Only)

- Manages design, development, capital improvement and budget functions related to City parks, street trees and other landscaped areas.
- Provides staff support and acts as liaison with the Parks Commission, the Main Park Task Force and other committees as required; attends meetings, makes presentations and responds to and resolves questions and concerns regarding parks, landscaped areas and associated facilities and appurtenances.
- Assists in the development of capital improvement and operational budgets related to parks, street trees and landscaped areas; monitors budgets, sets priorities and confers with the Public Works Maintenance Supervisor regarding the allocation of staff and resources.
- As a management team member, coordinates the development and implementation of the capital improvement program, particularly as related to parks, street trees and landscaping; serves as a member of the Capital Improvement Committee; prepares recommendations and reports; manages assigned projects after approval by the City Council.
- Prepares requests for proposal for capital improvement projects and contracted services programs; reviews proposals and recommends contractor selection; administers contracts and authorizes payment in accordance with contract terms.

- Conducts a variety of field inspections of parks, street trees and other landscape and City infrastructure to determine project progress and the need for maintenance or improvement and/or to resolve concerns voiced by Commission or committee members, City staff and the public.
- Provides expert technical assistance to the City Administrator, Public Works Director, City staff and officials and others in areas of responsibility.
- Coordinates assigned work with that of other Public Works and City staff.
- Represents the department and the City in meetings with other public and private organizations and the public.
- Prepares a variety of reports, correspondence and other written materials; maintains accurate records and files.

QUALIFICATIONS

Knowledge of:

- Principles and practices of park and landscape design, development and maintenance.
- Trees, shrubs and other plantings appropriate for the climate, aesthetics and use of landscape areas throughout the City.
- Principles and practices of contract development and management for capital improvement and ongoing service and material provision contracts.
- Principles and practices of budget development and administration.
- Applicable local, state and federal ordinances, laws and regulations.
- The functions and role of appointed Commissions, committees and similar groups in a municipal setting.
- Computer applications related to the work.

Skill in:

- Designing and reviewing designs, plans, specifications and related documentation for parks and other capital improvement projects.
- Managing contracts for capital improvement projects and for the provision of contracted services and materials.
- Providing expert professional and technical assistance to the City in areas of assignment.
- Developing and administering capital improvement and operational budgets.
- Interpreting, applying and explaining laws, policies and regulations.
- Providing effective staff support to Commissions, committees and task forces.
- Conducting independent studies and preparing effective and accurate reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Using sound, independent judgment within policy and procedural guidelines.
- Making effective presentations and representing the department and the City effectively with public and private organizations and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in landscape architecture, engineering, business or public administration or a field related to the work and three years of professional experience in EITHER the design, development and maintenance of parks and other landscaped areas; OR the management of major contracts for capital improvement and/or service and materials provision, particularly as related to parks and other public works projects; OR in work which will have provided the required knowledge and skills as outlined above.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Other Requirements:

Must be able to attend meetings and other activities outside of normal working hours.

Physical Demands:

Mobility to work in a standard office setting, use standard office equipment, to inspect parks and other landscaped and capital improvement project areas and to operate a motor vehicle; vision to read printed materials and a computer screen, and hearing and speech sufficient to converse in person and over the telephone and to make public presentations.