



## **JOB DESCRIPTION**

### **CLASSIFICATION SPECIFICATION**

**JOB TITLE: PARKS PLANNING &  
DEVELOPMENT ADMINISTRATOR**  
**REPORTS TO: DIRECTOR OF SERVICE**  
**DEPARTMENT: PUBLIC SERVICE**  
**DIVISION: PARKS & RECREATION**  
**GRADE: 11**  
**FLSA STATUS: EXEMPT**  
**UNION AFFILIATION: NON-BARGAINING**  
**CIVIL SERVICE: CLASSIFIED**

#### **JOB SUMMARY:**

Under the general direction of the Director of Public Service, performs administrative work in the planning, development, and construction of City park grounds and recreational facilities. Based on data driven information, prepares short-term and long-term plans specifying the use of City Parks to promote community quality of life and maximize utilization. Oversees Parks and Recreation public relations. Establishes and maintains strong community engagement.

#### **QUALIFICATIONS:**

Bachelor's degree in recreation, park administration, leisure studies, or other related discipline, from an accredited college or university, plus a minimum of five (5) years parks and recreation supervisory or management experience.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **A. Needs Assessment**

- Assesses community needs based on surveys / input from Parks and Recreation Staff, the Parks Board, Green Local Schools, community and civic groups and volunteers.
- Tracks participation rates at various events.
- Explores successful initiatives taking place in other municipalities / communities to enhance parks and recreation services.
- Conducts research to obtain data on the problems and needs of the community related to leisure services.
- Reviews and recommends the application of successful trends and practices in public parks and recreation that "fit" the community.

##### **B. Planning**

- Plans and develops preliminary designs and cost estimates for Parks projects including city park areas and facilities under the direction of the Director of Public Service.
- Oversees the development and periodic updating of short and long-range plans that support park development and provide for new programming initiatives to meet the community's changing recreation needs. From this Master Plan, a strategy for City Parks design and programs will be derived.
- Implements, Supervises and Directs the activities and uses of public recreation facilities and oversees special activities as directed.
- Routinely updates Public Service Director on progression of projects based on plans.

### **C. Budgeting and Funding**

- Prepares, monitors, and administers division budget under the direction of the Director of Public Service.
- Recommends comprehensive 5-year parks capital improvement and replacement plan, including a Master Plan for each park.
- Prepares monitors and administers operations budget for other City-owned and operated lands and buildings, including the approval and control of expenditures as directed.
- Monitors revenues and gross profit margins for fee-based programs in collaboration with the Director of Public Service.
- Oversees and makes recommendations on funding proposals and grant applications to the Director of Public Service.
- Studies the feasibility for a City Parks Foundation, and proceeds with approved recommendations.

### **D. Contract Management**

- Manages the RFQ (request for quote) / RFP (request for proposal) process for purchases related to Parks development, maintenance and programs.
- Negotiates contracts with vendors, subcontractors, and others to assure fiscal responsibility as directed.

### **E. Community Relationships**

- Develops private-public partnerships to create and enhance division programs.
- Establishes and maintains community relations through interaction with cultural, recreational, community associations, and other service and government agencies.
- Performs public relations duties and maintains effective communication while serving as a department liaison for the Parks Board.
- Makes presentations before boards and commissions and prepares and presents reports as necessary.
- Communicates consistent messaging while creating parks and recreation branding.
- Creates, implements, and oversees development of publications and marketing materials in conjunction with the Communications Manager.
- Works with school system on joint use of school facilities.

### **F. Event Programming**

- Develops and coordinates guidelines and policies for community memorial programs.
- Recruits and coordinates volunteers for events and various park projects.
- Creates and updates fee schedules for facilities and programs with advice and input from the Director of Public Service, and subject to the Mayor's approval.
- Oversees special activities as directed.

### **G. Technology Support**

- Coordinates and oversees CityWorks initiatives for the Service Department including report development, auditing of supplies inventories, permit processing (recreation facilities), assisting the GIS Administrator to coordinate with other city used platforms when needed, and employee training.
- Implements and monitors park surveillance camera systems and other technologies in the park system (i.e. public/private Wi-Fi)
- Performs other related duties as directed or assigned by the Director of Public Service and/or the Mayor and determined to be necessary in order to promote, further, or ensure the effective and efficient operation of the division.

### **KNOWLEDGE, SKILLS & ABILITIES (\*indicates developed after employment):**

**Knowledge of:** Management practices; division policies and procedures;\* principles and practices of parks and recreation planning and administration; principles and practices of recreation program and special event planning and evaluation; budgetary and fiscal control

practices and procedures; effective marketing/public relations techniques; community service organizations; principles and practices of basic building maintenance and repair.

**Skill in:** Operation of personal computer and the use of job-related software; use of modern office equipment. Project Management.

**Ability to:** Collect, analyze, and interpret data; communicate effectively; prepare and maintain accurate documentation; effectively market and promote the division, parks, recreation opportunities, and special events; work effectively, efficiently, and extensively with a wide range and variety of people; troubleshoot problems with the public, staff, and co-workers in a diplomatic and effective manner; calculate fractions, decimals, and percentages, exercise independent judgment and discretion; travel to and gain access to work sites; exert up to 20 pounds of force occasionally (up to 1/3 of the time), and/or up to 10 pounds of force frequently (from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (2/3 or more of the time) in order to lift, carry, push, pull, or otherwise move objects.

#### **PHYSICAL DEMANDS STRENGTH RATING:**

In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

**APPROVALS:** *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	<i>8/5/2019</i>
<i>Valerie Wax Carr</i>	<i>Director of Public Service</i>	<i>8/5/2019</i>
<i>NON-BARGAINING POSITION</i>		

#### **CREATED & REVISIONS:**

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	<i>5/19/06</i>		