

PARK PLANNING AND DEVELOPMENT MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Park Planning and Development Division within the Parks, Recreation and Libraries Department; to coordinate Park Planning and Development Division activities with other divisions and departments; and to and to provide highly complex staff assistance to the Parks, Recreation and Libraries Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Parks, Recreation and Libraries Director.

Exercises direct supervision over supervisory, professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct park planning and development activities including the design, construction, renovation, and long range planning of City parks, parkways, street landscapes and related recreational facilities.

Direct, oversee and participate in the development of the Park Planning and Development work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures,

Plan, develop and oversee the work of staff involved in planning and development activities including landscape architectural design, parks and streetscape construction and Capital Improvement Program development and implementation.

Prepare the Park Planning Division and Capital Improvement budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluation; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operations of the Department.

## Park Planning and Development Manager

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Oversee the plan review of City parks, street landscapes, and related facilities; determine appropriate use of in-house staff versus outside consultants/contractors; perform difficult project management responsibilities.

Oversee grant administration; monitor submittals, expenditures, and audits.

Prepare and facilitate public meetings that deal with sensitive community concerns regarding park development/renovation projects; respond to citizen concerns and complaints.

Oversee the preparation and update of standards for landscape architectural design, parks and streetscape construction, ensuring consistency with Federal, State and local requirements.

Oversee and implement the Parks Capital Improvement Program activities including green-field, rehabilitation, facility and streetscape projects.

Coordinate, plan and forecast short and long-range improvement and rehabilitation projects and prepare and identify resource needs related to the development of major recreation facilities such as museums, libraries, interpretive and education centers, pools and community centers; develop models for facilities operations and services and oversee implementation.

Review, approve and sign design and development/construction plans that affect the Department; sign design and construction plans developed by in-house staff.

Prepare, review and make recommendations related to long range planning activities that affect the Department including, but not limited to, park and recreation facility locations, concept plans, projected costs and financing plans; determine and negotiate park fees and development agreements with developers and other public agencies.

Research and monitor emerging trend and issues as they related to park development, construction, streetscapes, park maintenance, recreation, and professional development.

Coordinate and implement major facility design and construction; prepare and monitor movement of projects through City approval and review process.

Make recommendations for revisions to the City's General Plan, as appropriate.

Prepare, review presentations of others, and present recommendations related to recovery of development, construction, and operating costs, including development and application of various fee structures.

Research and monitor legislation affecting parks and recreation development and operations.

Identify alternative funding sources for development, rehabilitation and other department services including local State and Federal programs and grants; oversee grants administration.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of landscape architecture related to park planning and design and related recreational uses.

Pertinent local, State, Federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of budget development, implementation, and monitoring.

Planning principles and the entitlement process.

Principles and practices of contract bid and construction management and administration.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

#### Ability to:

Organize, implement and direct park design, planning and landscape architectural activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk while studying or preparing reports; intermittently twist to reach equipment or materials; stand, walk, stoop, kneel, climb and bend while performing work in the field; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Manage complex capital projects involving multiple City departments and public agencies.

Supervise, train and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

##### Experience:

Five years of increasingly responsible experience in landscape architectural work related to park design and construction, including two years of supervisory experience.

AND

##### Training:

A Bachelor's degree from an accredited college or university with major course work in landscape architecture, park planning, construction management, or a related field.

#### License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a landscape architect license as issued by the State of California.

11-05-22	Park Planning and Development Manager
08-08-14	
08-25-12	Park Planning and Development Superintendent
07-01-02	Senior Landscape Architect