CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Park Design & Development Manager **E-PLAN**
SG:E2-13
DEPARTMENT: Parks and Recreation **CS:N**
FLSA:N
EE04CODE:OA

JOB SUMMARY:

Manages long-range planning and development of the comprehensive parks and recreation goals of the City. Applies park planning and development knowledge in forming and administering the City's comprehensive plan recommendations for parks, trails, open space and related facilities. Oversees the planning, budgeting, staffing, property acquisition, design, construction management and development of all City parks, trails, greenways, athletic fields, landscape areas, street trees, park buildings, and other facilities. Manages the work of engineers, landscape architects, planners, inspectors and project managers to organize, implement and efficiently administer the park system capital facilities planning and development, including the design, permitting public involvement, construction and inspection for a variety of projects, producing facilities which reconcile divergent public interests.

SUPERVISORY RELATIONSHIP:

Reports to the Director of Parks and Recreation. Works independently under applicable City, state, and federal regulations, policies, guidelines, standards, and bargaining unit agreements. Supervises professional and technical staff in the Design and Development Division. In the absence of the Director, may assume managerial responsibility for the Department.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans and oversees the development, administration and implementation of Parks capital plans for the City to ensure effective completion of projects in compliance with budgetary, regulatory and schedule guidelines. Oversees the development and administration of the Parks, Recreation and Open Space element of the Comprehensive Plan, six-year capital improvement plan, Greenway Levy Program, Park Impact Fee Program, and other programs.

2. Plans, organizes, coordinates, assigns and evaluates the work of professional and technical staff in the Park Development Section. Provides technical assistance, guidance and training as needed. Effectively recommends employees for hire, establishes performance standards, conducts performance appraisals and recommends disciplinary action as necessary. May recruit and train volunteers. Resolves problems between developers, contractors, consultants and City staff.

3. Oversees and coordinates public work capital projects. Prepares project budgets, and reviews bids for award of contracts. Negotiates contracts, schedules work and monitors for compliance with specifications and completeness. Approves design changes, progress payments and change orders. Addresses inquiries and

complaints. Reviews feasibility studies, participates in public meetings, and assesses environmental impacts. Provides information and assistance as needed and expedites decisions on critical issues.

4. Prepares or oversees preparation of requests for proposals, contract documents and plans, specifications, cost estimates, and environmental impact statements; reviews and approves final design estimates; negotiates and/or recommends award of contracts and oversees consultant/contractor agreements.

5. Reviews the work of civil engineers, architects, landscape architects and other professionals to assure that all phases of work meet acceptable standards. Resolves difficult disputes, claims, and inspection problems referred by subordinates. Ensures projects meet building codes, ADA and environmental standards; oversees application for conditional use permits.

6. Makes presentations on projects to the City's Parks & Recreation Advisory Board, City Council, community groups, and other decision-making bodies; leads public input processes.

7. Develops policies and procedures. Collects and analyzes information related to the parks, recreation, trails and open space needs of the City and develops recommendations for modifications or revisions to the Comprehensive Plan and related City ordinances.

8. Reviews public and private development proposals to assure compliance with recommendations, goals, policies and standards of the park, recreation and open space element of the Comprehensive Plan.

9. Reviews and researches management plans that address landscape enhancement, landscape restoration and wildlife habitat. Assesses natural functions and values of development and conservation sites related to public projects.

10. Coordinates park planning activities with key staff within the Parks and Recreation Department and with city planning and other personnel; provides input on relevant issues of administrative policy and practice.

11. Oversees, negotiates and monitors property acquisitions and leases with property management staff. Makes recommendations on park dedications and donations.

12. Prepares budgets, manages and tracks expenditures to ensure projects are completed within funding and time limits. Forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.

13. Oversees capital grant funding utilizing both State and Federal funding sources. Includes researching funding opportunities, writing grant applications, delivering presentations and managing awarded grants by monitoring expenditures and ensuring compliance with all reporting requirements, rules and regulations.

ADDITIONAL WORK PERFORMED:

1. At the direction of the Parks and Recreation Director, acts as a liaison to community

groups, including neighborhood associations, business associations, professional and trade organizations.

2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of construction principles and practices, as well as municipal and urban design features such as parks, greenways, trails and street trees.
- Park development, recreation, and environmental trends.
- Regulations, policies and standards pertaining to contract administration, purchasing and major capital development, including funding guidelines, federal and state laws, environmental regulations, knowledge of public involvement and approval procedures.
- Working knowledge of federal, state and City policies, procedures and regulations governing work performed.
- Practices and procedures of land preservation and property management, including real property and right-of-way acquisition procedures.

Skill in:
- Management skills including supervisory, problem-solving and decision-making, planning and organizing, adaptability/flexibility, interpersonal sensitivity and time management.
- Excellent oral communication skills for working with other staff members, community organizations, elected officials and the public. Excellent public presentation skills. Excellent writing skills, including technical report writing.

Ability to:
- Manage multiple overlapping projects and prepare specific work plans that can be understood and implemented by others.
- Conduct critical analysis of proposed park projects and make effective recommendations.
- Oversee the planning and design of park properties including the preparation of drawings, construction specifications, bid documents and cost estimates.
- Reconcile divergent public interests relating to recreation service provision.
- Efficiently utilize a variety of business software applications including permit tracking, asset management, spreadsheets, databases, and graphic and word processing programs to accomplish work assignments.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasional exposure to outdoor weather conditions;
  - Occasionally traverse uneven terrain;
  - Remain stationary for long periods of time;
  - Transport objects weighing up to 35 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation. Some time spent in urban undeveloped and developed parkland and open space, underdeveloped land parcels and on project construction/development sites. Regular travel to meetings is expected. This is a position with minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in landscape architecture, architecture, engineering, planning or a related field.
- Five years of experience in planning, design and capital project management.
- Two years of supervisory experience.
  Experience in public work capital project management preferred.
- An equivalent combination of education experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior hire.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.

PREPARED BY: BE/KH
11/93

REVIEWED BY:_____
Nicole Oliver, Director
Parks and Recreation

REVISED BY: L. Bryson
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3/16
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