CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Park Planning and Development Coordinator** **UNION:231**
SG:5
CS:N
DEPARTMENT: **Parks and Recreation – Development Division** **FLSA:N**
EE04CODE:PR

JOB SUMMARY:

Performs professional and administrative work in coordinating and implementing the City's Park, Recreation and Open Space Plan. Works with citizens and staff in recommending projects for acquisition, development, or capital maintenance. Performs a broad range of functions to complete assigned projects including property analysis, negotiating easements, private development review, project management, grant writing, community outreach, park and open space planning and maintaining inventory of park and open space lands and facilities.

SUPERVISORY RELATIONSHIPS:

Reports to the Design and Development Manager. Works under general supervision and the guidance of Departmental, City, State and Federal policies, procedures and regulations. Coordinates and supervises work of consultants, extra labor employees, volunteers and student interns. Coordinates with Parks Operations Division, Public Works and Planning Department. Serves as staff liaison to City Greenway Advisory Committee.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Lead responsibility for the research, preparation, presentation and monitoring of the department's grant program including complex and technical Federal and State grant applications.

2. Serves as a team leader for, or personally carries out special surveys and studies, projects or reports; serves on special task forces and committees; makes recommendations on administrative or operational policies, procedures and systems, and prepares reports, policies, procedures, and other written material.

3. Assists in the selection and administration of consultant contracts. Coordinates requests for proposals, consultant selection processes, and monitors contracts, expenditures and consultant performance.

4. Assists in land acquisition including identification of parcels for acquisition and acquisitions negotiations. This includes coordination with property owners, property acquisition staff, city attorney, city advisory boards, city council, appraisers, title company, consultants, and granting agencies.

5. Prepares a variety of budgets, program plans, contract documents, financial and narrative reports including those related to greenway levy expenses.

6. Manages the cost control process related to project funding and grant awards; provides

status reports; monitors use of project funds; approves expenditures; coordinates project and grant reimbursement; supervises consultant/contractor/vendor/staff payments.

7. Coordinates inter-departmental efforts relating to park improvement plans and projects; represents department interests in inter-departmental forums; interacts with City departments.

8. Reviews and coordinates projects submitted by other City departments, government agencies and private sector for impact on existing and proposed City parks and open space system.

9. Assists in the development and implementation of Park, Recreation, and Open Space Plan and Capital Improvements Program.

10. Organizes graphic and written materials to be used in presentations to the City Council, community interest groups, clients, boards and commissions, City staff and agency representatives.

11. Serves as staff liaison and coordinates the activities of the Greenways Advisory Committee including preparation of the agenda, record keeping, correspondence, reports, and other administrative duties as needed.

12. Assists with park development projects including involvement in design, bidding and construction phases; works with consultants during the design phase to insure implementation of comprehensive plan goals, budgetary or grant requirements.

13. As assigned, serves as staff liaison and/or participant at meetings concerning projects or proposals; explains or negotiates needed changes on issues involving significant public policy, organizational, or legal liability.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Working knowledge of park, open space and trail planning, construction, maintenance and management techniques and procedures.
- Working knowledge of Federal, State and local agency laws, rules, regulations and programs relating to land acquisition and development, resource conservation and environmental policy.
- A working knowledge of grant application preparation and processing requirements, including preparation of specifications, proposal descriptions, graphics, and related documents.
- Principles, methods, and legal requirements of contract preparation, negotiation, and administration.

Skills in:
- Excellent skills in report preparation and writing.

- Time management and supervisory skills.
- Project research, analysis, planning, mapping, coordination and implementation.

Ability to:
- Communicate effectively in writing and through graphic and visual media.
- Maintain effective working relationships with co-workers and a diversity of boards, committees, public agencies and private interest groups.
- Communicate orally using courtesy, tact, and good judgment and make effective public presentations.
- Efficiently utilize spreadsheets, word processing, and other computer software applications 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 read a computer screen or typewritten page;
  - Correctible visual acuity and manual dexterity sufficient to operate a motor vehicle;
  - Effectively communicate in person and by telephone;
  - Move between work sites, including traversing uneven terrain on undeveloped land and project development sites;
  - Occasionally transport objects up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive work at a computer workstation as well as in public meeting facilities. Significant time is spent in parkland, undeveloped land parcels, and on project construction/development sites in all weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in Parks and Recreation, Planning, Public Administration, or related field required.
- Four years of planning or related experience required.
- Experience in park/landscape design, urban design, land acquisition, comprehensive plan development or project management preferred.
- Geographic Information Systems (GIS) skills and experience preferred.
- Supervisory experience preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

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

PREPARED BY: BE/KH
11/93

REVIEWED BY:_____
Leslie Bryson
Parks and Recreation Director

REVISED BY: LB/BB
8/95
N. Oliver
A. Sullivan
7/17