

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Parks Development & Operations Manager
FLSA Status: Exempt

Dept.: Parks, Recreation, & Cultural Svcs
Reports to: Parks Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Parks Development & Operations Manager is responsible for the planning, design, development, construction, operations and maintenance of current and future parks and recreation resources throughout the City.

Essential Functions

- Supports and models the identified vision, values, and behaviors of the organization.
- Develops and oversees the design, planning, funding, land acquisition, coordination and construction of major capital improvement projects.
- Oversees the ongoing short and long term risk management and maintenance needs of parks and associated structures and facilities.
- Assists in the development and updating of City plans, including but not limited to the Parks, Recreation and Open Space Plan; the park master plans; and assists in updating other City plans, such as the Comprehensive Plan and Shoreline Master Plan.
- Participates in, coordinates and conducts public meetings.
- Prepares and administers the Department's Capital Improvement Program (CIP) budget;
- Maintains project and maintenance records.
- Develops, negotiates, and recommends approval of contract and insurance agreements.
- Prepares and directs the preparation of reports.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Prepares and administers assigned division budgets; participates in the forecast of funds needed for staffing, equipment, materials, supplies, monitors and approves expenditures; implements adjustments.
- Recommends and participates in setting direction, goals, objectives, and priorities for the department.
- Provides staff support to City Council Committees and citizen advisory bodies as assigned; Serves as lead staff to Parks & Recreation Department Advisory Board. Prepares materials and makes presentations to elected officials and the public.
- Collaborates and works closely with other departments and governmental agencies.
- Prepares, writes, and administers grants for park and open space acquisitions and facility developments.
- Writes bid specifications and selects contractors for various types of projects; monitors progress; manages schedules and costs; manages project budgets and financial reporting/records and purchases equipment and materials required for the operation of the parks division.
- Performs other duties as assigned.

Secondary Functions

- May serve as Acting Director in the absence of the Park, Recreation, and Cultural Arts Department Director.
- Coordinates joint projects with school district staff.
- Serves on and participates in various committees.

Job Scope

Position involves frequent new and varied work situations with a high degree of complexity. The incumbent operates independently with minimal supervision and determines own practices and procedures and contributes to the development of new concepts.

Supervisory Responsibility

Directly and indirectly supervises assigned staff; recommends personnel actions; arranges and provides training and assistance; assigns and prioritizes work; reviews performance; approves, takes or recommends disciplinary actions, conducts staff meetings.

Interpersonal Contacts

Incumbent has extensive and frequent internal and external contacts.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices, materials, and techniques used in park planning, design, development practices, engineering and construction techniques.
- Contract, project and construction management.
- Comprehensive Capital Improvement project planning, budgeting, scheduling and management.
- Basic modern principles and practices of park and recreation management, land and urban planning, economics and park/recreation facility development.
- Contracts and complex bid specification requirements and processing. City practices, standards, codes and procedures for design and construction projects.
- Land acquisition practices.
- Materials, equipment, methods and practices essential to the construction, maintenance and repair of parks and related facilities.
- The practice and principles of park and facilities management, development, and operations.
- Principles and practices of governmental accounting including project budget management. Municipal budgeting practices.

Skilled in:

- Application of principles and practices of parks and recreation administration, project management and grant writing and administration.
- Planning and managing Capital Improvements projects.
- Preparing requests for proposals, establishing selection criteria, and selecting consultants and contractors.
- Creatively eliminating barriers to Park development.
- Analyzing proposed park construction projects and generating effective recommendations regarding their feasibility.
- Establishing priorities and schedules for staff and projects.
- Gaining funding commitments through advocacy and persuasion.

Ability to:

- Manage multiple projects concurrently and maintain project schedules; plan and organize work to complete work within schedules and timelines.
- Plan, organize, and manage the activities and operations of a Capital Improvement Program.
- Develop and maintain Division and project budgets.
- Design, plan, and oversee short and long range construction, maintenance and repair projects.
- Interpret information or concepts to effectively resolve problems and make appropriate decisions.
- Communicate with co-workers, staff, managers and the general public in a clear, concise manner.
- Compose an array of information in a manner that effectively informs, instructs, diagrams, trains and/or solicits input.
- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.

Mental Abilities

Continuous independent judgment and/or action, public service, training and supervising and the ability to understand and speak English; frequent decision making, interpersonal skills, teamwork, creativity, customer service, and ability to write and read English; occasional mentoring, use of discretion, problem analysis, negotiation, and performance of basic math; and rare presentations/teaching.

Physical Abilities

Frequent standing, walking, sitting, talking, and hearing; occasional stooping, reaching, kneeling, handling, bending, and repetitive motions of hands and wrists; and rare crawling, fingering, feeling, climbing, and repetitive motions of feet. Incumbent must be able to lift, push, and pull 50 pounds and carry 20 pounds.

Education and/or Experience:

Bachelors degree in Parks Administration, Park Planning, Urban or Regional Planning, Landscape Architecture, or related field plus five (5) years experience in park planning with a full range of project development and management experience, including grant preparation; OR any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities of the position. A minimum of one (1) year of public sector experience is desirable.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Valid First Aid and CPR certification within six months of appointment.

Job Conditions:

Work is primarily performed in an office environment with frequent field visits, which could involve walking in rugged terrain and/or exposure to outside weather conditions. Work may include exposure to chemical fumes, dust and odors. May occasionally be required to work irregular hours including some evenings and weekends. Driving to conduct work is required.

Adopted 090413