



JOB DESCRIPTION

DIRECTOR OF PLANNING & MAINTENANCE

THE POSITION

The position is responsible for the planning and maintenance of parks, trails, open space areas and other recreational facilities. Position also assists the District Manager with administrative responsibilities, and may assume the duties of that position in the District Manager's absence. Incumbent is expected to assume broad responsibilities and exercise considerable independent judgment in carrying out the duties of this position.

EXAMPLE OF DUTIES

The essential functions of the job include but are not limited to:

Plans, manages, directs, and oversees the activities and operations of the District's Planning and Maintenance Department, which includes: supervising all park and facility maintenance and planning efforts, managing department staff; preparing and complying with the department budget; preparing cost estimates, written reports and communications, preparing environmental reviews and procedures; preparing park development specifications, contract documents and other public works bidding documents; developing landscape designs and plans; selecting and coordinating consultant work; serving as a contractor liaison and coordinator; supervising construction; acting as liaison with developers regarding the requirement of park dedication ordinances; developing recommendations for park dedication conditions on developments; representing the District at Planning Commission and City Council meetings on developments pertaining to the District; coordinating projects and activities with other District departments; representing the District at various professional and community organizations' meetings and other local/state functions.

Assists the District Manager with complex District administrative responsibilities (i.e., legal and liability matters, purchasing, budget, personnel, analysis, control, coordination, public relations, contracts and other special projects as assigned); represent the District at Municipal Advisory Committee and Oak Park Recreation and Park Planning Committee meetings, and perform other duties as assigned by the District Manager. This position will conduct studies and make recommendations with regard to the development and management of District properties and assets, and also assist in the exploration of techniques to increase District revenues, decrease District expenses and improve the District's facilities and service to the public.

May assume the duties of the District Manager in his absence, which includes: directing and supervising management staff, assuring compliance with District policies and procedures, supervising purchasing activities (contracts, requisitions and purchase orders), representing the District at various meetings and/or functions, providing information and assistance to Board Members as necessary, preparing Board and committee agendas.

The position may perform other such duties as assigned by the District Manager.

EMPLOYMENT STANDARDS

Graduation from an accredited college or university with major course work in public or business administration, park management, engineering, landscape architecture, recreation, or related field. A minimum of five years of responsible, professional experience in the private and/or public sectors at a supervisory level with considerable administrative responsibilities. Must possess superb communication and interpersonal skills and be proficient both as a manager and in the performance of technical duties. Must be proficient in the use of the computer and computer software, including Microsoft Office, Outlook, Word and Excel. A valid California driver's license with good driving record are required.

Applicable experience would include extensive work experience with the District; demonstrated expertise in planning for park locations and amenities, and recreational trail alignments; substantial involvement in negotiations and oversight efforts relating to developers, contractors, planning commissioners and others as required; and substantial knowledge of the District's established buildings and grounds maintenance standards and practices.

Desirable qualifications:

- Ability to think clearly and quickly to analyze and solve problems.
- Establish and maintain good working relationships.
- Speak and write effectively and tactfully.
- Prepare accurate and reliable reports.
- Knowledge of modern methods and technology of park and building maintenance, planning, development and management, landscape architecture, horticulture, and open space preservation.
- Working knowledge of construction, engineering and planning matters as related to park development and maintenance.
- Ability to review community development plans relative to recreational, park and open space needs consistent with the General Plan and goals of the District.
- Knowledge of Quimby legislation and the ability to negotiate with developers for the dedication and/or development of recreation and park facilities in conjunction with the city and county planning process.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more, and carrying, lifting, pushing and/or pulling loads limited to less than 40 pounds; occasional bending, kneeling, squatting, reaching overhead / stretching, climbing of stairs and/or ladders, crawling, working on rough or uneven terrain, and some handling and dexterity; requires the use of District vehicles.

2/1/14