

Parks Planning and Project Management Director

GENERAL STATEMENT OF DUTIES: Performs highly responsible duties in the planning and development of parks and recreation systems; supervises staff in the strategic planning process; develops and implements training programs; assists in the development of administrative procedures and policies; works under the direction of the Director; performs related duties as required.

STATEMENT OF TASKS:

Supervises professional and clerical staff involved in the planning and project management process of the Parks and Recreation Commission;

Develops and evaluates annual goals for new assets, replacement or refurbishment of existing assets;

Manages Parks Motor Pool, equipment usage and replacement;

Manages Parks computer equipment replacement and applications;

Manages required permits for all projects;

Develops and maintains accurate project cost estimates;

Develops specifications and oversees park construction projects;

Works with contractors, engineers and outside agencies to bring projects to completion;

Supervises preparation of grant applications to state and federal agencies and other funding sources, as assigned;

Researches grant and funding information and provides the Director and other with such information;

Designs evaluation and monitoring systems for projects;

Monitors projects upon implementation to assure compliance with grant requirements and project objectives;

Supervises the preparation of annual reports of departmental activities;

Establishes and maintains liaisons with state and federal agencies, County departments and other local commissions and agencies;

Assists with the development of the annual budget and ensures management of the established budget;

Develops partnership initiatives with public and private organizations and funding sources;

Assesses need and organizes and evaluated training programs for Commission staff;

Assembles and maintains data files, statistics and other information about the Genesee County Parks system;

Assists in managing park operations as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of parks and recreation functions and activities;
Knowledge of the general functions of local, state and federal government;
Knowledge of public infrastructure (roads, bridges, utilities, water systems, building infrastructure);
Knowledge of fleet and equipment management;
Ability to train staff and develop training programs;
Ability to supervise professional and clerical staff;
Ability to prepare and present complex oral and written reports;
Ability to use computers and related software such as spreadsheets, database and word processing;
Ability to work effectively with government officials, department heads, employees and the public;
Ability to exercise discretion and judgment in determining effective approaches to a myriad of complex infrastructure and staffing issues;
Ability to attend work regularly and work under stressful conditions;
Skilled in strategic planning activities;
Skilled in data collection and data analysis techniques

MINIMUM QUALIFICATIONS:

Bachelor's degree in any Engineering Discipline, Construction Management, Landscape Architecture Parks and Recreation and six (6) years of experience

– OR –

10 years progressive work –AND- supervisory experience in one of the following areas:

- Certified Lead Carpenter or equivalent certification
- Journeyman electrician License holder
- Mason who has completed a formal apprenticeship program or holds a Michigan Maintenance and Alteration Contractors License
- Master Plumber License holder
- Builders License holder
- Operating Engineer who had completed a formal apprenticeship program or holds a Michigan Maintenance and Alteration Contractors License for excavation
- Verifiable experience as a Foreman for a General Contracting firm.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license;
Willingness to work holidays, weekends and irregular hours.


Human Resources Director

Established: July 31, 2019