

Portage Park District

Position Description

POSITION TITLE: Park Planning and Development Manager
DEPARTMENT: Administration
SUPERVISOR: Executive Director
HOURS: Full Time or Part Time
FSLA STATUS: Exempt, Non-Civil Service
WAGE RANGE: \$25.96/hour-\$45.19/hour

ABOUT PORTAGE PARK DISTRICT: The mission of the Portage Park District is to conserve Portage County's natural heritage and provide opportunities for its appreciation and enjoyment. The Portage Park District is a growing countywide government agency, currently managing over 2,750 acres of parkland and 17 miles of multipurpose trails, with several new acquisitions, parks and trail projects anticipated. Revenues are primarily from a 1 mill property tax levy generating \$4.5 million/year, augmented by grants and donations.

POSITION SUMMARY:

This position will direct the establishment of the new department of Park Planning and Development, performing tasks directly as the only current staff member of the department, and overseeing contracted consultants. The position is responsible for leading Park District master plan updates and developing designs and construction plans for new parks in collaboration with park commissioners, staff, partners and community members. The employee will be a senior staff team member and coordinate planning and development with Administration, Operations, Ranger, Natural Areas and Education Outreach departments.

POSITION REQUIREMENTS: *this position minimally requires the following:*

CERTIFICATES OR LICENSES:

- Professional Landscape Architect licensure registered in the State of Ohio
- Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.

EDUCATION AND /OR EXPERIENCE

- Bachelor's or Master's degree in landscape architecture from an accredited college or university.
- Minimum of ten (10) years progressive experience with the design and construction of facilities.
- Experience and training preferred in natural resources management, watershed planning and management, LEED design, green infrastructure design, community land use planning, capital project estimating and budgeting, management and grant writing.
- Management experience in a similar position at a public agency is preferred.

ESSENTIAL JOB DUTIES:

1. Leads updates of the Park District Master Plan and park site plans coordinating with park commissioners, staff, partners and community.
2. Develops short-term and long-term capital improvement plans with budgets and schedules.
3. Establishes policies and procedures for the Park Planning and Development Department. Identifies needs and priorities for contract work and future staff.
4. Assists with land acquisition planning and grant seeking.

5. Prepares requests for qualifications, requests for proposals and draft agreements for professional services including surveying, architecture, landscape architecture and engineering. Assists with consultant selection and provides oversight.
6. Administers outside contracts for all phases of the project design process including but not limited to professional surveying, geotechnical investigations, project design, permitting, construction document preparation, construction administration and inspections.
7. Directly performs tasks associated with park project development including but not limited to site analysis, master park planning, conceptual design, design development, cost estimating, construction document preparation and public bidding.
8. Assures compliance with all laws and regulations related to construction contracts. Prepares and/or coordinates all required permits and regulatory reviews. Responds to bidders' and contractors' requests for information. Provides on-site construction inspections as necessary, reviews change orders and billing requests, issues addenda and ensures overall quality control.
9. Develops and maintains design standards for park facilities and amenities.
10. Coordinates project implementation, grant reports and records management with Administration, Operations and Natural Areas staff.
11. Advises and supports Natural Resources, Operations, Ranger and Education-Outreach Departments through design and resource management solutions.
12. Trains, schedules and supervises future Planning & Development staff, interns and volunteers.
13. Updates and enhances own knowledge by involvement in continuing education for professional growth, through relevant conferences, seminars, in-service trainings, and certification programs.
14. Professionally represents the Park District to a variety of external constituencies and partners.
15. Performs related duties as assigned or apparent.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Interest in and support of the Portage Park District mission, and willingness to convey support for that mission to others.
2. Extensive knowledge of federal, state and local laws and regulations pertaining to building code, environmental protection, accessibility and historic preservation as related to plan development and construction requirements.
3. Understanding of the principles and practices of parks, trails, open space and recreation planning and design, and the management and protection of sensitive natural and cultural resources. Knowledge of local ecosystems, biodiversity and threats to conservation.
4. Knowledge of construction materials and methods, ability to prepare cost estimates and perform life cycle cost analyses. Ability to analyze multiple options and select the most appropriate solution for the Park District relative to time, quality and cost.
5. Knowledge of low-impact, sustainable design principles and best management practices for managing stormwater, energy, water use and environmental footprint reduction.
6. High proficiency in computer skills including the current versions of the following or related applications: ArcGIS, AutoCAD, Sketch Up, Adobe Creative Suite, Microsoft Office Programs.
7. Excellent oral and written communication skills for sharing information and effectively managing conflict while working with other staff members, community organizations, contractors, suppliers, colleagues and the public. Excellent public presentation skills including the development of graphics, renderings, videos and presentations for a variety of audiences.
8. Management skills including problem analysis and creative problem solving, decision-making, planning and organizing, managing multiple overlapping projects, mentoring and time management.
9. Emotional intelligence; demonstrated self-awareness and accurate self-assessment; demonstrated sensitivity and empathy for others; openness, honesty, reliability, trustworthiness, integrity and credibility. Ability to exemplify the highest ethical standards of professional and personal conduct.
10. Other: A pre-employment Background Check and Drug Test are required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work may entail assisting with special events or other programs or meetings at outside locations within and outside of the county. This position occasionally requires the employee to work an irregular schedule, including evenings and weekends, as well as overnight. This position requires the employee to be self-directed, motivated, and dependable.

Employee is required to travel to parks, offices and meeting sites throughout the District during daytime and evening hours, and may need to use personal vehicle for travel, with mileage reimbursement. The position requires regular contact with a diverse public of all ages and abilities.

Employee works inside and outside with potential exposure to adverse environmental conditions including extreme outdoor temperatures, wind and precipitation. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Employee performs the following physical activities: standing, walking (often on uneven terrain), cycling, sitting, stooping, kneeling, balancing, crouching, pulling, lifting, reaching, using keypad, grasping, talking, hearing, driving and repetitive motions. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms.

The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land.

The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein. Portage Park District is an Equal Opportunity Employer and Service Provider.

ACKNOWLEDGMENT

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

Employee

Date

Employee's Supervisor

Date