

EXHIBIT E



CLASS SPECIFICATION

CLASS TITLE: Parks and Urban Forestry Manager

DEFINITION: Under direction, to plan, direct, administer, and manage all city parks operations, and maintenance activities to include Urban Forestry program; to provide project management leadership to multiple and complex special projects/programs as assigned; to serve as a management team member in a positive and professional manner; and to perform related administrative and operational functions as required.

DISTINGUISHING CHARACTERISTICS:

This position functions at a management level of performance and exercises independence and sound judgment within organizational parameters and established policies. This single position classification is responsible for the administration, implementation, and on-going management of City Parks, Trees and Landscape programs as well as assigned work units, operational functions and special projects. Responsibilities include the direct and indirect supervision of supervisory, technical and support staff. This job class is distinguished from the Director, in that the Director has overall responsibility for all functions, divisions, work units and activities performed within the Parks and Recreation Services Department and from the class of Maintenance Supervisor in that the latter provides direct supervision of maintenance and operations. This single position classification requires strong and demonstrated management and supervisory skills as well as knowledge and expertise in a variety of designated Parks and Urban Forestry technical and specialized maintenance functions.

TYPICAL DUTIES: Duties may include, but are not limited to, the following:

1. Plans, directs, manages, and evaluates all on-going and special activities related to the maintenance, construction, and development of City Parks operations and park facilities to include Urban Forestry, common landscaped areas, and city-owned open spaces.
2. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Parks Division to ensure consistency and support for departmental and city-wide policies, priorities, and mission statements.
3. Manages a variety of complex and diversified landscape, construction and maintenance projects; prepares and monitors time and budget schedules; acts as liaison to outside contractors and internal resources; writes/authorizes change orders; prepares plans,

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- specifications, and requests for bids; maintains project control charts and keeps records; and prepares reports and correspondence.
4. Serves as team leader for a variety of assigned special projects; coordinates team member activities and assignments, conducts research and analytical studies; establishes goals, objectives, and timelines; facilitates the communication process; may serve as staff support to assigned committees, commissions, and/or taskforces.
 5. Assists the Department Director in the establishment and implementation of policies and procedures for departmental administration and operations; monitors the effectiveness of these policies and procedures and makes revisions and/or recommendations for improvement as appropriate.
 6. Directs, manages, and participates in the supervision and evaluation of regular, seasonal and temporary employees; develops and implements plans, programs and systems to optimally utilize available resources including staff, materials, funding, and equipment; determines training and professional/technical needs of staff and initiates appropriate course of action.
 7. Coordinates and participates in contract preparation and analysis; administers contracts, budgeting and monitoring funds and expenditures; and manages a variety of consulting/contract services for the department.
 8. Coordinates and participates in researching funding sources and writing grants/applications; administers grants for designated projects; budgets and monitors funding and expenditures; maintains appropriate records and prepares reports.
 9. Prepares and coordinates the preparation of the Parks Division budget; reviews, analyzes, and compiles budgets of the various programs to merge into the division and departmental budgets; explains needs and provides justifications for budget items and requests.
 10. Establishes and maintains effective and positive relations with a variety of community organizations, groups, and the public; works closely with city staff to provide comprehensive parks operations and maintenance services to city residents and to solve a broad range of service delivery, operations, and administrative issues/problems.
 11. Advises the Department Director, commissions, committees, and task forces on aspects of the city's parks and landscaping operations, upkeep, planning, and development; presents and justifies proposed plans, plan revisions and recommendations; assists in the development of various master plans and interagency plans and agreements.
 12. May represent the Department Director in a variety of Parks related activities, special project matters, and other management/administrative functions as assigned.
 13. Performs related duties as required.

MINIMUM QUALIFICATIONS: Any combination of experience and education that would likely provide the required knowledge and skills would be qualifying. A typical way to obtain the knowledge and skills would be:

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Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in Park Administration, Horticulture, Landscape Architecture, Urban Forestry Management or a closely related field. A master's degree in business/public administration or closely related field is desired.

Experience: At least four (4) years of progressively responsible professional parks administration/project management experience to include at least two (2) years of supervisory/management experience.

Knowledge of: standard and accepted organizational and administrative functions of operating and maintaining municipal parks, recreation facilities, urban forestry programs, and landscaping maintenance; standard and accepted principles and practices of park management, landscape architecture, arboriculture, and horticulture; standard and accepted project management techniques, practices, and principles; standard and accepted administrative/management principles and practices, including goal setting, policy and procedure development, work and program evaluation and employee supervision; applicable federal, state, and local laws, regulations and guidelines regarding local government operations; standard and accepted principles, techniques and practices of management, administration, and budgetary systems and procedures; standard and accepted work measurement tools and work standards development and implementation; community parks/open space trends and community needs and resources; methods and techniques of vector control, pesticide and herbicide applications; standard and accepted contract administration methods, legalities, and recordkeeping requirements.

Ability to: manage human and fiscal resources, training methods and techniques, and positive employee motivation techniques; plan, organize, supervise, direct and evaluate the work of assigned personnel; manage a variety of small to large construction and maintenance projects in an effective manner; select, motivate, and develop successful and positive employees; prepare reports and correspondence, conduct presentations and facilitate meetings in a positive, understandable, and effective manner; identify and analyze departmental/divisional needs and priorities as related to community needs and interests as well as the city's available resources and constraints; develop and implement appropriate goals, objectives, procedures and work standards that are consistent with departmental and city mission statements, priorities, and policies; analyze organizational and administrative issues/problems, recommend alternatives, and implement the most effective courses of action; present ideas, concepts and recommendations clearly and concisely in both oral and written forms; establish and maintain effective working relationships with those contacted in the performance of required duties.

Special Requirements: Must possess a valid California state driver's license. Must be willing and able to work extended hours, week-ends, and off-hours as required.

FLSA: Exempt

Established November, 1986

Revised January, 2006; June 2018