

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: PARKS PLANNING MANAGER

DEFINITION:

Under general direction plans, develops, and manages the activities of the Parks Planning Division; guides programs and projects within the work group to optimize and improve Parks resources and infrastructure for the greater community; coordinates assigned activities and outreach with other divisions, departments, contractors, and the public.

DISTINGUISHING CHARACTERISTICS:

The Parks Planning Manager classification is a single position classification. The incumbent is expected to work through and solve complex problems and coordinate large parks planning projects. The incumbent has extensive contact with the public and interacts with all levels of city employees, managers, elected officials, community groups, and/or other governmental agencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Parks and Recreation Services Director or designee.

May exercise direct supervision over professional, technical, support and contract staff. May provide indirect guidance to City staff of various levels dependent upon project area.

EXAMPLES OF DUTIES:

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

- Plans, develops, implements, manages and monitors comprehensive plans for the City's Parks System in alignment with City Council initiatives and community needs.
- Develops and implements divisional goals, objectives, policies and procedures.
- Manages the review and processing of plans, specifications and designs for conformity with laws, ordinances, city-imposed requirements, and accepted professional standards with the goal of protecting the health, safety and welfare of the community; may review and provide comments on improvement plans and specifications; interprets specifications and city policy and processes change orders.
- Supervises and participates in the design and/or preparation of plans and specifications for a wide variety of parks projects; reviews cost estimates and construction plans; researches project design requirements, checks computations and specified materials for accuracy and conformance with regulations.
- Provides information and assistance to the public regarding park related programs and services, drafts public statements, responds to complaints and questions on behalf of the City. Prepares and facilitates public meetings that deal with sensitive community concerns regarding park projects; responds to citizen concerns and complaints.
- Oversees the preparation and update of standards for landscape architectural design, parks and streetscape construction, ensuring consistency with Federal, State and local requirements.

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- Represents the City's interests as the subject matter expert in parks planning and related issues at meetings with public agencies, business and civic groups, and other organizations in discussion of related problems and proposals.
- Utilizes and implements planning software applications as needed.
- Performs research and analysis to develop and enhance Parks and Recreation programs, services, initiatives and processes.
- Prepares and maintains the division budget; develops and monitors compliance for contracts and financial reporting; recommends and administers revenue control and operational policies and procedures relating to Citywide parks programs; maintains records and prepares a variety of reports, correspondence, grant applications and other written materials.
- Establishes performance measures, tracking systems and reporting processes to ensure City's progress towards desired outcomes.
- Supervises assigned work of staff and contractors; provides staff training and professional development; interprets City policies and procedures to employees; establishes work procedures and/or standards and ensures safe working practices; administers personnel policies.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles of urban planning, landscape architecture and park planning and design.
- Principles, practices and methods of program administration and public administration.
- State, federal and local laws and ordinances relating to the area of assignment.
- Research and financial analysis techniques.
- Negotiating techniques.
- Principles of public asset management, including methods, stewardship, and terminology.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of effective supervision, training and performance management.

Ability to:

- Develop, implement, and administer a variety of park planning projects and programs.
- Read, interpret, and explain complex laws, rules, and regulations.
- Gather and analyze complex data sets, financial documents, policies, laws and regulations to make sound recommendations.
- Prepare and monitor contracts and budgets.
- Proficiently use computer programs to inform and set priorities and identify challenges/opportunities.
- Analyze, interpret and review complex plans, specifications and calculations.
- Supervise, train and evaluate assigned staff and implement goals, objectives, procedures and work standards.
- Meet appropriate physical demands necessary for satisfactory job performance.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.

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- Contribute effectively to the accomplishments of City goals, objectives, and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, urban planning, or a related field.

Four (4) years of progressively responsible experience performing program management or a related field. Programmatic experience may substitute education on a year-for-year basis.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required. Evening and occasional weekend meetings may be required.

Employment Type: Full-Time Classified

Bargaining Unit: AMP

FLSA Status: Exempt

Established: TBD