

PARKS SYSTEM MANAGER

FUNCTION OF THE JOB

Under direction, to oversee the Parks System Division of the Parks and Land Use Department; to be responsible for the planning, development, park operation, and supervision of such activities in the County parks system, golf courses, ice arenas and Exposition Center facilities, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs, coordinates, supervises and evaluates staff involved in providing professional, technical, and maintenance services for park operations, golf courses, ice arenas, and the Exposition Center, and handles personnel concerns of the staff.
2. Supervises, assigns, and approves projects, project proposals, and studies such as, land use analysis, land acquisition, and parks system development.
3. Oversees and participates in the development and preparation of the County Park and open space plan.
4. Responsible for the development and implementation of land acquisition strategies.
5. Responsible for the county greenway and parks land acquisition program which includes the identification of lands to be acquired, identification and determination of funding sources, presentation of land acquisition recommendations, and negotiation of contracts.
6. Participates in the development of long and short range operation plans and objectives that relate to program development of parks, recreation, golf courses, ice arenas, and Exposition Center.
7. Recommends priorities for programs and services in land acquisition, park operations, recreation, Retzer Nature Center, golf course operations, ice arenas, and Exposition Center.
8. Directs and participates in the research and analysis of technical data to develop budget proposals, and makes recommendations regarding budget items.
9. Directs and coordinates the work of staff relative to consultant activities.
10. Directs, plans and coordinates construction and development projects for the County parks system, including remodeling, layout improvements, and mechanical replacements for buildings and grounds at various facilities.
11. Directs and supervises the preparation of working plans, cost estimates, and specifications for all development plans.
12. Provides technical assistance, advice, and functional guidance to communities within the County concerning parks, recreation, open space use, golf courses, ice arenas, and Exposition Center; and promotes partnerships with those entities whose goals and objectives are consistent and compatible with the County Park systems.
13. Directs the planning and development of seasonal operations, involving maintenance, food service, security, and recreation at parks, golf courses, ice arenas, and Exposition Center operations.
14. Executes and monitors the budget as needed.
15. Develops and oversees division policies and procedures.
16. Coordinates and oversees the installation and troubleshooting of the Park System's computer system; and training of its employees.
17. Maintains and analyzes activity, expense, and revenue records, and prepare and presents detailed oral and written reports.
18. Develops new alternative revenue sources, or expands current sources to diversify user fees.
19. Makes presentations and provides recommendations to County Executive, County Board committees, commissions, and boards.
20. Participates in periodic on-site inspections of County parks, golf courses, Retzer Nature Center, ice arenas, and the Exposition Center to review development and grounds maintenance.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

21. Establishes and maintains effective working relations with staff, other departments, state and local government officials, community groups, and the general public.
22. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of current principles, practices, and techniques of parks system development, operation, maintenance, and landscape architecture.
2. Thorough knowledge of the procedures and policies of land acquisition and development.
3. Thorough knowledge of federal, state, and local laws, codes, and regulations related to park development, acquisition, and operation activities.
4. Comprehensive knowledge of administrative, managerial, budgeting, and supervisory principles and practices.
5. Comprehensive knowledge of golf course, ice arena, and Exposition Center operations.
6. Considerable knowledge of the principles and practices of governmental fiscal reporting, accounting, and payroll procedures.
7. Considerable knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
8. Working knowledge of the principles and practices of strategic planning, performance measurement, and program evaluation.
9. Ability to develop, coordinate, and direct the operation of various parks system maintenance and construction projects.
10. Ability to plan, organize, assign, and evaluate the work of others.
11. Ability to plan, organize, and present ideas and recommendations to the Director and various commissions and committees.
12. Ability to develop, interpret, and apply policies and procedures, federal, state, and local laws, rules, and regulations.
13. Ability to analyze activity, expense, and revenue records, and prepare and present detailed oral and written reports.
14. Ability to establish and maintain effective working relationships with staff, other departments, state and local government officials, community groups, and the general public.
15. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in landscape architecture, park and recreation administration, engineering, business administration, or related field.
2. Five years of responsible work experience in business administration, financial management, park management, landscape architecture, land use planning, golf course, ice arena or exposition center operations management, or closely related field, two years of which were in a supervisory capacity.
3. Graduation from a recognized college or university with a master's degree in business administration, landscape architecture, park and recreation administration, engineering, or related field may substitute for one year of the general work experience.