

DIRECTOR OF PARKS AND LAND USE

FUNCTION OF THE JOB

To be responsible for the development, administration, and direction of a comprehensive range of Countywide services and functions in the areas of environmental health and land resources, land use planning, geographic information systems, and the county-wide parks, golf courses, ice arenas, and exposition center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as the department head and directs the department staff.
2. Directs the preparation and implementation of the department's strategic plan including the operational policies, goals, and objectives.
3. Directs the preparation and administration of the department's operating and capital budget and the authorization and implementation of approved expenditures.
4. Directs the development, maintenance, operation, and marketing of the County Parks System, golf courses, ice arenas, and Exposition Center.
5. Directs the Countywide planning functions such as zoning, subdivision development, land use evaluation and other planning activities.
6. Directs the development and administration of the County's environmental resources programs including environmental health, solid waste management, hazardous waste, and land and water resource management programs.
7. Directs the development and administration of the County's geographic information system.
8. Directs the development and implementation of new programs and services and the evaluation of the effectiveness of existing ones.
9. Directs short and long-range park and open space planning; and identifies and negotiates contracts for all park and open space land acquisitions.
10. Directs the department's regulatory program enforcement and compliance actions including the mediation and resolution of disputes.
11. Directs the development, implementation, and maintenance of comprehensive policies and procedures regarding the department's services and programs.
12. Directs the purchasing and monitoring of contracted services from outside agencies, and the application for and administration of grant-funded services.
13. Monitors federal, state, and local legislative actions, analyzes impact on County operations, and recommends appropriate County policy.
14. Serves as the department representative to state and local government commissions and committees, professional and community groups, elected officials and the general public.
15. Advises the County Executive, County Board Chair, County Board, elected and appointed department heads, citizen boards, various committees and commissions on department practices and policy issues.
16. Directs the selection, supervision, and evaluation of the department employees, and is responsible for the department's overall direction.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of principles and practices of business administration, including budgeting, planning, administration, management, supervision, and program evaluation.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

2. Thorough knowledge of the principles, practices, and techniques of negotiating and conflict resolution.
3. Thorough knowledge of team building techniques and consensus management.
4. Thorough knowledge of the applicable federal, state, and local laws, codes, and regulations pertaining to all program areas of the department.
5. Thorough knowledge of the operational principles and practices of the program areas of the department.
6. Thorough knowledge of service analysis and public relations.
7. Comprehensive knowledge of quality improvement and strategic planning processes.
8. Considerable knowledge of the problems and policies of metropolitan and rural land use planning.
9. Considerable knowledge of the use and operation of equipment utilized in solid waste management.
10. Ability to develop, implement, direct, and evaluate programs covering all areas of the department.
11. Ability to communicate in public forums to promote the department's mission and objectives.
12. Ability to develop, interpret, and apply policies and procedures, federal, state, and local laws, rules, and regulations.
13. Ability to coordinate, direct, and supervise activities of a large organization and staff.
14. Ability to establish and maintain effective working relationships with employees at all levels within the County, with representatives of governmental agencies, elected officials, and the 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.
16. Ability to communicate effectively, both orally and in writing.
17. Ability to utilize word processing, database, and spreadsheet programs and other project management skills.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business administration, public administration, planning, natural resources management, or another appropriate area.
2. Six (6) years of responsible professional work experience in program management in a complex organization, three (3) years of which were in a supervisory capacity.
3. A master's degree in an appropriate area may be substituted for one year of the work experience.