

Code: 6283

Title: PARKS & RECREATION DEVELOPMENT MANAGER

SUMMARY: Plans, acquires, coordinates and develops Pima County parks and related construction, maintenance and project management activities for the Natural Resources/Parks & Recreation Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes and directs the activities and programs of the planning and construction divisions;
Coordinates the identification, assessment and acquisition of land for expansion and development of parks and recreational areas;
Coordinates the review of contracts, plans and project documentation with legal, engineering, planning and development professional staff in other county departments;
Directs and administers assigned Capital Improvement Projects (CIP);
Reviews recommendations for CIP and advises the director, Parks & Recreation Commission or other involved planning bodies of the merits of same;
Directs assessment of environmental impact and preparation of impact statements required for the development of county parks and related construction and maintenance activities;
Directs the identification and analysis of alternative proposals for handling projects in an environmentally sensitive manner;
Coordinates the implementation of urban parks, river parks and trail system master plans;
Participates in the development, review and administration of contracts, grant proposals and Inter-Governmental Agreements (IGA);
Plans, schedules and assigns work to division managers and coordinates work between them;
Reviews proposed budgets of subordinate divisions and participates in the development of the departmental budget;
Tours current and proposed park areas to assess development possibilities and determine maintenance needs;
Supervises and evaluates employee performance and initiates related human resources actions;
Trains, or coordinates training of, professional, paraprofessional, technical and support staff;
Represents the department in a variety of forums, e.g., Parks & Recreation Commission meetings, the County Board of Supervisors, state and federal agencies, parks/recreation organizations, public hearings and community meetings;
Prepares and submits routine, recurring or special reports, analyses and recommendations to the director, the Parks & Recreation Commission, the County Board of Supervisors and state and federal agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of development and management of public parks and recreational facilities;
- techniques of program development and evaluation, project economics and financial reporting;
- county procurement, contracting and land acquisition processes;
- principles and practices of urban and rural planning and development, including land acquisition;
- principles and practices of construction relevant to parks development and maintenance;
- local, state and federal laws, rules, regulations and standards affecting assigned duties;

- topography, natural and cultural resources of Pima County relative to existing or proposed parks areas;
- principles and practices of personnel supervision, management, development, evaluation and training.

Skill in:

- assessing parks for recurring maintenance and new/proposed construction and development;
- developing environmental impact studies and reports to accompany parks development plans and projects;
- directing and administering CIP, to include all associated reporting;
- negotiating land acquisition with relevant individuals, organizations and government entities;
- developing grant proposals and administering grants;
- developing and administering division and project budgets;
- representing the department and county in a variety of forums relative to park development activities;
- communicating effectively;
- reviewing and analyzing planning requirements and developing open space, parks and trail system plans;
- planning, coordinating, monitoring and reviewing the work of professional, technical and support staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business, public administration/management, natural resources, recreation, regional development, land use or urban planning, or landscape architecture and four years of experience in the administration or management in a natural resource development, land use planning, environmental management, recreational program analysis or parks development setting.

(A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of the required experience)

OR:

(2) Two years of experience with Pima County as a Park Planner, Landscape Architect, Senior or Principal Planner, Natural Resources Park Specialist or Natural Resources Management Specialist.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.