

**PARKS, RECREATION & COMMUNITY FACILITIES (PRCF)
PROJECT MANAGER**

JOB DESCRIPTION

Classification Responsibilities: A Parks, Recreation & Commercial Facilities (PRCF) Project Manager is responsible for performing professional work in managing the planning and development functions within the City's parks and recreation areas including project planning, master planning, community engagement, coordination and facilitating activities. This class will assist with the development of and is responsible for monitoring and implementing the Parks and Recreation Master Plans. Master Planning includes: recreation programming, park maintenance, park land, land acquisition and development, and facility needs related to the Department's mission that are required to support Mesa residents over the next twenty-five years. This position is responsible for development of Capital and Infrastructure Improvement Projects budgets, and five-, ten-, and fifteen-year Capital and Infrastructure Improvement Plans (CIP's) that tie into implementation of applicable Master Plans. Additional responsibilities include: involving the Parks, Recreation and Commercial Facilities administrators and other staff in the Master Planning process; developing and maintaining planning, project and financial tracking systems to monitor the Master Plan and CIP budget and ensure expenditures are within budget guidelines; developing and maintaining a central programming and facilities database which is utilized by staff members in the preparation of reports, grant applications, etc.; researching, maintaining, and communicating data regarding the Master Plan, CIP's and facility needs to various staff members; engaging the community in site planning and master planning activities; preparing applications for grants associated with project funding and ensuring compliance with funding agency stipulations; developing and maintaining maps depicting division facilities using Geographic Information Systems (GIS) and other related software; developing, modifying and implementing contracts and memos of understanding; overseeing and modifying intergovernmental agreements (IGAs); and following proper procurement rules and policies during project implementation. An incumbent in this class is also responsible for communicating and working with various staff members including: management, inspectors, contractors, Mesa residents, and representatives from other City departments on routine, controversial and/or difficult contractual and other matters of public concern. An incumbent in this class must have the technical skills and knowledge necessary to perform related duties as required which may include development plan review functions for project administration. The PRCF Project Manager is also responsible for coordinating and supervising various projects and administrative activities.. In addition, this classification may supervise professional-level or clerical employees. This class is responsible for performing related duties as required.

Distinguishing Features: This class is supervised by the Park Development and Operations Administrator who reviews work through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Park Administration, Recreation Management, Natural Resources Planning, Landscape Architecture, Business Administration, or a related field. Considerable (3 - 5 years) professional experience in park planning administration including a minimum of one year of experience in Master Plan coordination and budgeting.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience dealing with the public on strategic planning issues and skill in the use of related project management, GIS, mapping, or other related technical software is desired. One year of supervisory experience.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, management, inspectors, contractors, architects, public officials, and the general public both orally and in writing for the purpose of gathering data for park and recreation planning, contracts, IGAs, CIP and budget development. Interacts with the public and participates at public meetings such as neighborhood park development meetings. Investigates and responds to complaints, questions, or requests from citizens, developers, and businesses. Prepares documents, reports, and plans using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

Manual/Physical: Reviews the work product of others to ensure compliance with standard operating procedures. Inspects, monitors, and evaluates information, contracts, IGAs and CIP's at park facilities. Enters data or information into a personal computer (PC) to produce reports. Prepares CIP-related reports, studies, contracts, IGAs, and Master Plans. Operates a motor vehicle requiring a standard Arizona Driver's License to monitor facility sites and to attend meetings located away from the administrative offices. Attends meetings with staff and the public at various park sites and building locations throughout the City. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and coordinates the work within the Planning and Development unit. Prioritizes own work. Conducts research and analyzes data relating to the Master Plan, CIP's and facility needs through analyses of statistical and demographic information. Participates in the maintenance of financial tracking systems and a central facilities database. Performs mathematical calculations, statistical computations, and financial and/or cost analyses. Comprehends and makes inferences from written material such as memos, letters, plans, specifications, and standards. Formulates, analyzes, and administers the Master Plan, CIP's for the Parks, Recreation and Commercial Facilities Department. Assists management in devising and implementing tracking systems in order to improve Master Plan tracking and CIP management. Prepares applications for grants associated with CIP funding. Operates a PC database management system to generate reports, sort information, and access data related to operations. Reads project plans and applies to field conditions. Develops and maintains maps and exhibits depicting division facilities to be utilized in presentations. Organizes, conducts, and facilitates neighborhood community meetings regarding park design and development issues. Inspects park development projects to ensure workmanship meets specification standards and appropriate horticulture practices. Supervises, prioritizes, assigns, and evaluates the work of subordinate personnel.

Knowledge/Skills/Abilities:

Knowledge of:

principles and practices of public administration, municipal government, and parks and recreation services;
principles and practices of strategic planning, park planning, and park development, including design, standards, materials and construction functions;
principles, practices, and objectives of CIP requirements;
principles, practices, and objectives of contracts requirements;
principles, practices, and objectives of IGA requirements;
facility and landscaping design, maintenance practices, techniques and standards;
horticulture practices, turf management, and arboriculture;
principles, practices, and methods of municipal finance budgeting and accounting;
principles of supervision and personnel management;
research techniques, methods, and procedures;
division policies and procedures relating to parks administration;
group dynamics/human behavior and the effects of both on members of a group;
organizational development methodology, concepts, and practices; and
computer software and related applications.

Skill in:

system design and development;
synthesizing complex information into clear and concise proposals, and reports;
oral and written presentation development and delivery;
project management; and
data analysis, summary, interpretation, and presentation; and facilitation.

Ability to:

direct research and compilation of data necessary for park and recreation planning and development activities;
communicate clearly, concisely, and convincingly in front of small and large groups;
work quickly and accurately under pressure to meet project deadlines;
formulate long-range planning goals for parks;
interpret and apply City ordinances, rules, regulations, standards, and other guidelines;
analyze, interpret, and report research findings and make recommendations;
prepare written and verbal reports of a technical nature;
prepare clear, concise, and accurate written documents and reports using proper business English, sentence structure, grammar, and punctuation;
coordinate work plans with internal and external customers and project stakeholders;
perform a broad range of supervisory responsibilities over a professional staff;
cooperate with management, City employees, citizen organizations, other governmental agencies, and the general public to achieve goals and complete projects;

resolve capital project planning and development issues of concern to any project stakeholder;
comprehend and make inferences from written material;
identify sound park construction workmanship, and horticultural practices related to park development;
review the work products of others to ensure conformance to standards;
work independently on major projects; and
establish and maintain effective working relationships with subordinates, management, contractors, City officials, other professionals, coworkers, supervisor, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/15

PK/js/co

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 62-200

PAY RANGE: 52

CDL-No

IND-9410

SWORN-No