

**CITY OF GLENDALE**

**TITLE: Parks and Recreation Projects Coordinator CLASSCODE: 812**

**REPORTS TO: Superintendent of Parks GRADE: 27**

**DEPARTMENT: Parks and Recreation FLSA: E**

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Administers and manages parks and recreation projects and contracts relative to capital improvements, department-wide issues, parks operations, and customer services.

**ESSENTIAL FUNCTIONS:**

1. Develops and manages maintenance contracts for landscaping, restrooms, tree care, gardens and specialized maintenance services. Develops and monitors lease agreements for parks and recreation open space and facilities development, funding and operations. Negotiates and manages agreements and contracts with school districts, non-profit associations and other agencies.
2. Manages special and on-going projects. Studies operations and procedures, analyzes findings and recommends course of action to superintendent and department director. Researches and initiates equipment acquisition for improved service delivery.
3. Assists in the development of division operating budgets. Manages sinking fund expenses and revenues. Analyzes current resources and projects future requirements.
4. Develops and manages the parks and recreation department 10 year capital improvement program. Coordinates and implements the master planning processes for both individual park projects and citywide park system; make recommendations for parkland acquisition and usage. Coordinates departmental involvement in projects of regional impact.
5. Develops construction and operation specifications for parks and recreation facilities. Serves as project manager for park development and construction. Administers parks and recreation department's plan review of citywide projects.
6. Writes and administers grants. Ensures compliance with funding agency stipulations.
7. Develops city ordinances, parks and recreation department policy and operating manuals, and annual work plans.
8. Prepares oral and written reports and conducts presentations for city management, city commission(s) and city council.
9. Implements citizen requests for improved park and recreation amenities and evaluates the results. Develops and implements surveys, comprehensive databases and other managerial tools to monitor customer-driven improvements for parks and recreations services.
10. Serves as liaison with outside organizations, chairs interdepartmental and community committees, leads focus groups and facilitates public meetings.

## **SECONDARY FUNCTIONS:**

11. Provides administrative and technical support to department director and division superintendent.
12. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Principles, practices and procedures of public administration, local government structure and parks and recreation services.

Planning and physical development of parks and recreation amenities.

Facility and landscaping maintenance practices and techniques.

Accounting principles, cost analysis, and economic forecasting.

Research methods, techniques, and practices.

Budget preparation and monitoring.

Computer software and related applications.

### **Ability to:**

Leverage resources and coordinate efforts of staff within the department and other departments.

Operate a computer and related software.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with contractors, city staff and the public.

Analyze complex systems in order to solve problems and influence actions.

Work independently on major projects for sensitive problems.

Interpret and apply city ordinances, rules, regulations, standards and other guidelines.

## **WORKING CONDITIONS:**

Office setting with project site inspections.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in parks and recreation, public or business administration, landscape architecture, urban planning or a related field and four years professional work experience involving parks and recreation administration.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.