



HUMAN RESOURCES DEPARTMENT
City of Burlington

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Voice (802) 865-7145

Fax (802) 864-1777

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To: Board of Finance

From: Stephanie Hanker, Human Resources Generalist
Susan Leonard, Human Resources Director

Date: July 12, 2012

Re: Recommendation – Creation of One Limited Service position for Burlington Parks and Recreation

I recommend approval for Burlington Parks and Recreation to create the following Limited Service position: Associate Parks Project Coordinator.

As Ms. Steinbach indicated in her memo to the Board, this position was included in the FY13 budget. Parks and Recreation has demonstrated the position is imperative to accomplish goals set by the Department.

This position was appropriately classified using the Willis position evaluation system (please see attached Willis table, Grade 17).

If approved, the position will be posted following City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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JOHN EWING
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DIRECTOR

Mari Steinbach
CPRP, MPA

CITY OF BURLINGTON
DEPARTMENT OF PARKS AND RECREATION
645 PINE STREET, SUITE B, BURLINGTON, VT 05401
(802) 864-0123 (802) 862-8027 (FAX)

MEMO

TO: City Council
Mayor Weinberger
FROM: Mari Steinbach, Director
DATE: July 12, 2012
RE: Request for Limited Service Position, Associate Parks Project Coordinator

Please accept this request for creation and related funding of a Limited Service Position of Associate Parks Project Coordinator, Grade 17, for the Parks & Recreation Department. The Job Description is attached. In 2009 the department developed the Parks Planner position, which has been planning and managing all parks-related projects. For the past three years, approximately \$100,000 to \$130,000 in parks projects has been successfully completed directly through the Penny For Parks capital fund. Approaching FY13, you are aware that the department has put forward an aggressive schedule to complete \$874,700 in projects and possibly more.

The department will be unable to complete those projects without adding to its existing capacity; therefore I am requesting the addition of this Limited Service position that will be responsible for coordinating the projects on the FY13 Penny For Parks list, in concert with the management by the existing Parks Planner, to whom the position will report. The term of service is anticipated to be only for as long as it takes to clear the bulk of the Penny For Parks projects, when typical department capacity can once again serve park improvements well.

The annual salary of this new Associate Parks Project Coordinator position is to be \$46,925.81, as a Limited Service employee, which will include eligibility for benefits, with the exclusion of Retirement and Short Term Disability. As part of the FY 2013 budget request that included the capital funding, the department was granted the funding (up to the placeholder \$65,000) for that position.

Thank you for your consideration of this request.

DRAFT
CITY OF BURLINGTON
JOB DESCRIPTION

Position Title: Associate Parks Project Coordinator

Department: Parks & Recreation Department

Reports to: Parks Planner

Pay Grade: 17

Job Code: TBD

Exempt/Non-Exempt: TBD

Union: Non

Position Status: Limited Service Full Time (1 year)

General Purpose: This position is responsible for assisting with Parks project management services at a professional level. Under the supervision of the Parks Planner, the primary responsibilities of this position are assisting in the management of construction projects, the development of construction ready designs, the development of construction and service contracts, and the coordination of improvement projects in accordance with the City's policies and procedures.

The "Essential Job Functions" section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

Essential Job Functions:

- Develop and present cost estimates and scopes of work, develop and manage accurate project documents, budgets and processes.
- Prepare project plans and specifications, obtain price quotes and proposals, prepare bid documents and related contracts, monitor and administer contracts, manage consultant and contract processes, and review/comment on improvements through project completion.
- Develop additional project documents: scopes, memos, self-composed letters, minutes, staff reports, agendas and other; assemble materials and coordinate office functions to meet deadlines and maintain organized filing system, both digital and paper.
- Coordinate time, location and participant arrangements for meetings; prepare accompanying meeting materials and conduct meetings.
- Maintain and communicate schedule and calendar.
- Attend commission, committee, and City Council meetings as required.
- Direct and coordinate public and agency plan review; submit any necessary permit applications to various regulatory agencies.
- Coordinate capital parks improvement projects with all associated Parks & Recreation staff to ensure inclusivity, comprehensive implementation processes, and proper design, permitting, management and construction practices.

- Coordinate project communications with all parties related to project implementation: City staff, consultants, contractors, and the community.
- Perform on-site inspections to ensure the successful completion of parks improvement projects.
- Assist Parks Planner in coordinating parks improvement and planning updates to the general public; perform and coordinate outreach support through mapping (GIS/AutoCAD/Google Earth), graphic design, media updates (website, Facebook, Twitter), or other technical demonstration.
- Support the development of master plans and management plans, including preliminary site assessments, public scoping and involvement, alternative development analysis, feasibility, and cost estimates.
- Support the development of grant applications for project funding and the management of these resources when funded.

Qualifications/Basic Job Requirements:

- Associate Degree in Construction Management, Architecture, Landscape Architecture or related field; and five years of experience in a related construction field with minimum of three years direct experience in construction management and project implementation.
- Knowledge of sustainable design and environmental practices preferred.
- Knowledge of City objectives and functions in area of assignment: principles and practices of construction management, design and inspection, ordinances, statutes, and regulations.
- Possession of strong written and verbal communication skills.
- Demonstrated experience in project organization, managing business practices, and resource management.
- Ability to plan, develop, implement procedures and make decisions on priority and scheduling of work
- High level of proficiency with Microsoft Outlook, Word and Excel; experience with Adobe Suite/GIS/AutoCAD/Google Earth/social media preferred.
- Ability to prepare comprehensive reports, make recommendations, and communicate effectively.
- Ability to establish/maintain effective working relationships and clearly communicate project details to consultants, City staff, and the general public.
- Ability to mediate conflicts related to projects needs and goals.
- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
- Ability to learn and understand applicable federal, state, and local rules, regulations and laws related to construction on public lands.
- Ability to complete multiple projects and meet deadlines required.
- Ability to work both independently and as part of a team.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Possession of a valid driver's license.

Physical and Mental/Reasoning Requirements and Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances within and between warehouses/offices | <input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> 10 pounds |
| <input checked="" type="checkbox"/> color perception (red, green, amber) | <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> 10 pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> ability to mount/dismount forklift/truck | <input checked="" type="checkbox"/> driving (local/over the road) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> touching | | |
| <input checked="" type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input checked="" type="checkbox"/> reading - basic | <input checked="" type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input checked="" type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input checked="" type="checkbox"/> shift work | <input checked="" type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input checked="" type="checkbox"/> extreme heat | <input checked="" type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input checked="" type="checkbox"/> extreme cold | <input checked="" type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input checked="" type="checkbox"/> noise | <input checked="" type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input checked="" type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input checked="" type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: 0 Indirectly supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

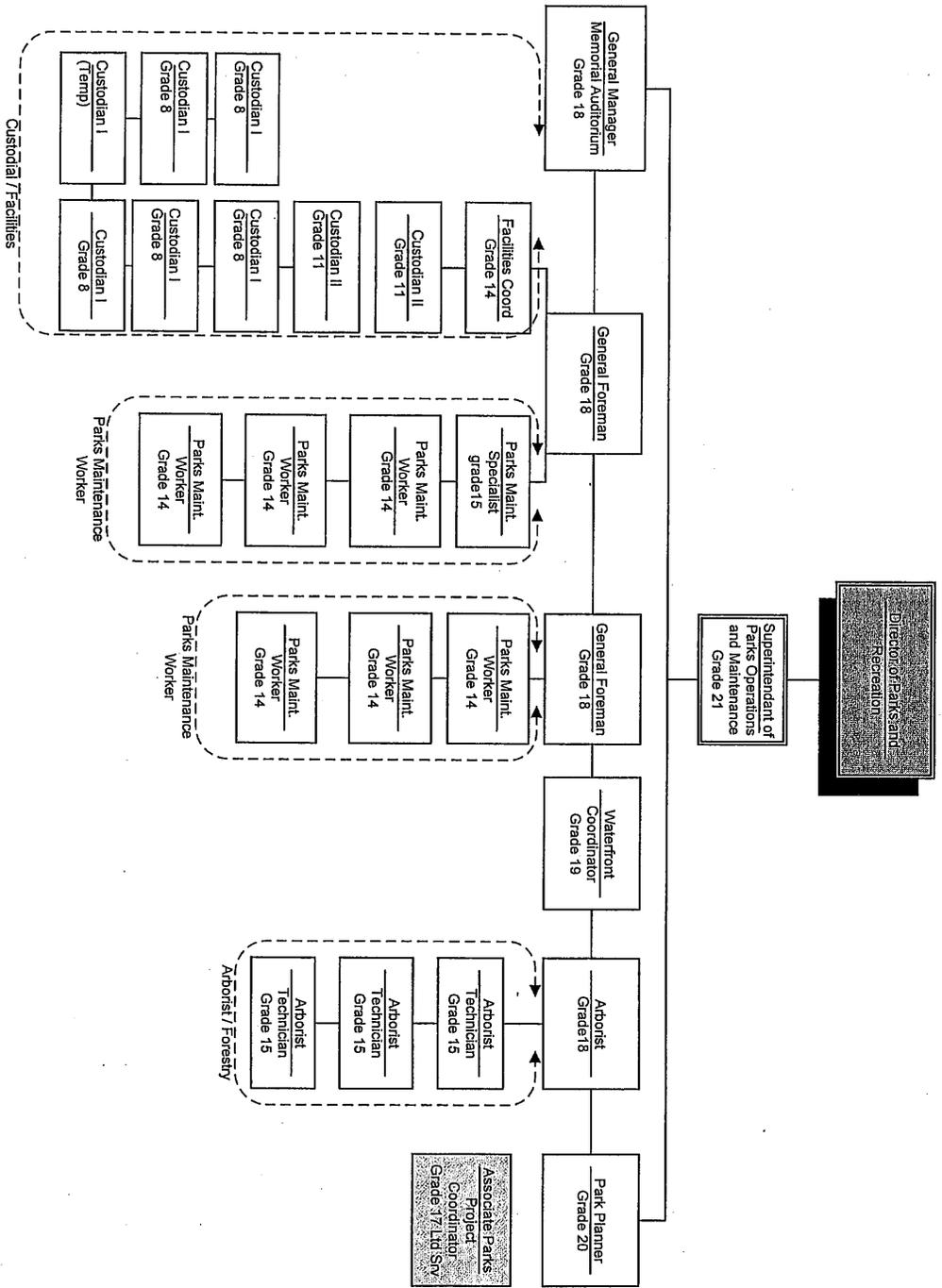
Date: _____

Human Resources: _____

Date: _____

	Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Annual	17 46925.80813	47824.34604	48723.35279	49622.12511	50522.06955	51355.20384	52318.20768	52767.82826	53217.21443	53666.60059	54115.98676	54565.37292	55014.75909	55464.14525	55913.76583
Weekly	902.4193871	919.6989622	936.9875536	954.2716368	971.5782606	987.6000738	1006.119378	1014.765928	1023.40797	1032.050011	1040.692053	1049.334095	1057.976136	1066.618178	1075.264728
Hourly	22.56048468	22.99247406	23.42468884	23.85679092	24.28945652	24.69000185	25.15298446	25.3691482	25.58519924	25.80125028	26.01730133	26.23335237	26.44940341	26.66545445	26.88161819

Parks and Recreation – Parks Division



Councilors Shannon,
Paul, Bushor,
Decelles: Bd. of
Finance

CREATION OF A CLASSIFIED LIMITED SERVICE FULL TIME
POSITION – ASSOCIATE PARKS PROJECT COORDINATOR – PARKS AND
RECREATION

CITY OF BURLINGTON

In the year Two Thousand twelve.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Director of Parks and Recreation has requested the creation of a Limited Service, Associate Parks Project Coordinator; and

WHEREAS, the position shall be classified at a pay grade 17 within the Willis Classification System; and

WHEREAS, the position is responsible coordinating and assisting Parks ongoing projects; and

WHEREAS, the position will be evaluated annually by the Director of the Department (on or near the anniversary of the date that the position is designated as limited service) to determine the likelihood of continued need and/or funding. The results of that determination shall be reported to the Human Resources Director within two weeks of the anniversary date as provided by Section 4.4(d) of the Personnel Policy;

WHEREAS, the Human Resources Director and the Board of Finance have approved this request;

NOW, THEREFORE, BE IT RESOLVED that the creation of a limited service full time position for the Department of Parks and Recreation is approved and shall be placed at a grade 17 within the Willis Classification System, effective as of City Council approval.