City of Burlington
Vermont

HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145
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To: Board of Finance

From: Susan Leonard, Human Resources Director

Date: September 22, 2010

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: Parks Planner.

As Ms. Steinbach indicated in her memo to the Board, this position was previously budgeted as the Parks Planning and Development Superintendent, Grade 21. Parks and Recreation has determined that this position is an integral part of the organizational structure and imperative to maintain a level of service to the Community.
This position was appropriately classified using the Willis position evaluation system (please see attached Willis tables).

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.

COMMISSION

STEPHEN ALLEN, CHAIR
JOHN EWING
DAVID HARTNETT
CAROLYN HANSON
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CITY OF BURLINGTON
DEPARTMENT OF PARKS AND RECREATION
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(802) 864-0123 (802)863-0450 (TTY) (802) 862-8027 (FAX)

DIRECTOR

MARI STEINBACH
CPRP, MPA

MEMO

TO: Board of Finance
FROM: Mari Steinbach, Director
DATE: August 14, 2010
RE: Request for Limited Service Position, Parks Planner

Please accept this request for creation and funding of a Limited Service Position of Parks Planner, G20, Exempt, for the Parks & Recreation Department. The Job Description is attached. In 2008, the Parks Planning and Development Superintendent vacated that position. In 2009, rather than fill the vacant Superintendent position, a temporary Park Planner position was created; Anna Thelemarck successfully served in that capacity since and until this August. Anna was paid an hourly rate of $24, worked up to 29 hours per week, and so her annual wage was approximately $36,621. During her tenure, by working closely among department and city staff, Anna helped the department redefine the scope of work needed by the department to successfully plan, coordinate, manage, and implement parks and recreation property improvements. I am requesting to return the Parks Planning function full time to the department, but without the Superintendent classification and without supervisory responsibilities. The annual salary of this new Parks Planner position is to be $54,297. As part of the FY 2011 budget request, I was granted the funding that can return the Department to that of previous years to include the full-time presence.

I seek a Limited Service position rather than a permanent position so that I can continue to evaluate all operations, leading toward recommending and implementing a final reorganizational structure for the Department. The term of this position is to be for one year only, enough time to develop the full reorganization plan, and to ensure that the Parks Planning function is successfully addressed.

Thank you for your consideration of this request.

Draft
City of Burlington
Job Description

Position Title: Park Planner

Department: Parks and Recreation

Reports to: Director of Parks and Recreation

Pay Grade: 20 **Job Code:** 1153

Exempt/Non-Exempt: Exempt **Union: Non-Union**

General Purpose: This position responsible for the providing professional level park planning services, research and analysis of technical park planning for short and long range purposes, managing construction projects, parks and recreation service contracts, and leading public processes across various department projects. The position also assists in planning for the appropriate management and use of parks to optimize experiences while intentionally managing impact upon the resources.

Essential Job Functions: (This 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:

- Identify capital improvement projects, develop and present cost estimates and scopes of work, develop and manage accurate project documents, budgets, and processes.
- Develop project and product specifications, obtain price quotes and proposals, prepare bid documents and resulting contracts, monitor and administer contracts, and manage consultant and contract processes.
- Prepare master and management plans and reports, including preliminary site assessments, public scoping and involvement, alternative development and analysis, feasibility, and cost estimates.
- Perform on-site inspections to ensure project goals are achieved.
- Review, assess, and comment on the impact of private or public development projects on park resources and other public open spaces.
- Coordinate and collaborate with other parks and recreation staff to ensure inclusivity and comprehensive planning and implementation processes for parks improvement projects
- Coordinate with other parks and recreation staff to ensure that in-house repair and construction projects are properly designed, permitted, managed and constructed.
- Submit necessary construction permit applications to various regulatory agencies.
- Perform and coordinate technical support through mapping, GIS/GPS, graphic design, or other technical subjects.
- Identify grant funding opportunities, submit applications for project funding, and manage grant resources when funded.
- Liaison with the Department of Public Works for construction projects managed by outside contractors or Public Works staff.

- Coordinate public involvement and agency plan review. Works directly with the community and policy-makers to coordinate public participation, provide information to community interests about park, open space, and trail plans and projects.
- Coordinate and support park volunteer projects.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Parks and Recreation, Urban Planning, Engineering, Landscape Architecture or related field. Master's Degree Preferred.
- At least one year experience in planning and project development and management, preferably in a park setting. (**Substitution:** Additional planning experience may substitute for the required degree on a year for year basis. A Master's degree in Urban Planning, Landscape Architecture, or related field may substitute for the nonspecific experience on a year for year basis.)
- Ability to obtain professional certification within 6 months of hire.
- Demonstrated knowledge of park project development and management
- Demonstrated abilities in managing business practices, project organization, and resource management
- Demonstrated experience in leading public process, establishing systems, and communicating projects among public, staff and policy-makers
- Demonstrated abilities in considering aesthetic, environmental practices, trends, and design, and incorporating those elements along with crime prevention through environmental design
- Ability to mediate conflicts related to projects and interests' needs and goals.
- Ability to prepare comprehensive reports, make recommendations, and communicate effectively
- Possession of a valid driver's license
- Routine problem solving, critical thinking, and excellent communication when responding to citizen and staff requests and complaints.
- Abilities to respond to request for information, complaints and suggestions from the public, administration, elected officials and specials interest groups.
- Ability to research, collect and analyzes data, plan, formulate and review policies and procedures relative to managing park projects

Physical & Mental/Reasoning Requirements; 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.

_x_ seeing
_x_ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
  _x_ dexterity
  _x_ hand

_x_ ability to move distances within and between warehouses/offices
_x_ climbing
__ ability to mount and dismount forklift/truck
__ pushing/pulling

_x_ lifting (specify) _10_ pounds
_x_ carrying (specify) _10_ pounds
_x_ driving (local/over the road)

_x_ finger

_x_ reading - basic
_x_ reading - complex
_x_ writing - basic
_x_ writing - complex
_x_ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

_x_ math skills - basic
_x_ math skills - complex
_x_ clerical
_x_ outside
_x_ extreme heat
_x_ extreme cold
_x_ noise
_x_ mechanical equipment
__ electrical equipment

_x_ analysis/comprehension
_x_ judgment/decision making
__ pressurized equipment
_x_ moving objects
_x_ high places
_x_ fumes/odors
__ hazardous materials
_x_ 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: _____

REVISED: 09/14/2010

JOB EVALUATION WORKSHEET

Park Planner

Job Title

Aditeei Manjaramkar

Evaluator

Knowledge & Skills	Mental Demands	Accountability	Working Conditions	Total Points	Shape
E1N 184	E4K 80	E2D 184	L1B 8	456	20

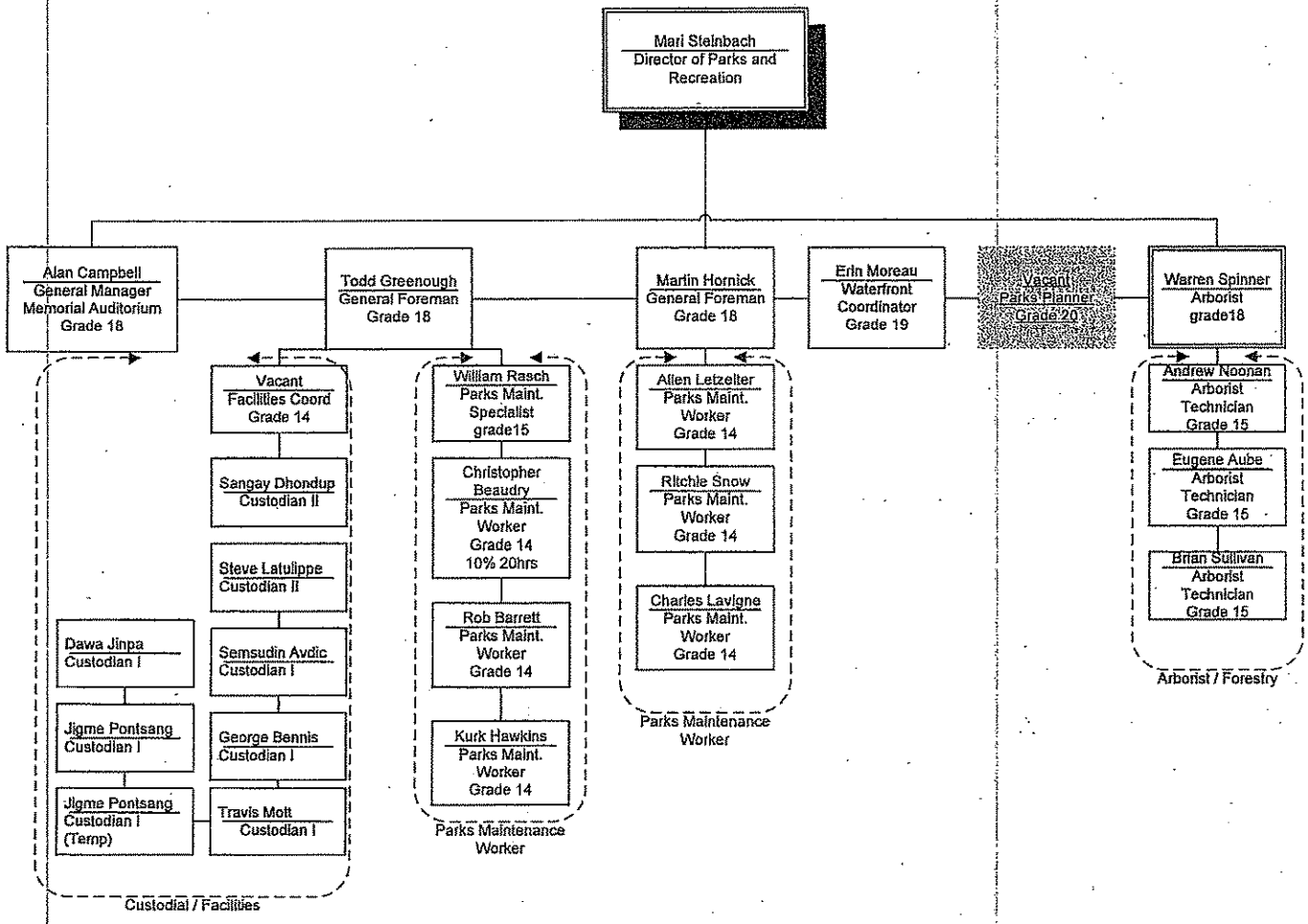
JOB EVALUATION WORKSHEET

Park Planner

Job Title

Stephanie Hanker

Evaluator

Knowledge & Skills	Mental Demands	Accountability	Working Conditions	Total Points	Shape
E1N	E4K	E2D	L1B		
184	80	184	8	456	20

PARKS DIVISION