



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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ASSOCIATE PARKS PROJECT COORDINATOR PARKS, RECREATION AND WATERFRONT

POSTING DATE: April 12, 2016
RATE OF PAY: \$23.3592/hour
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: April 29, 2016
POSITION STATUS: Limited Service Full Time
CLASSIFICATION GRADE: 17
UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for assisting with Parks project management services at a professional level. Under the supervision of the Parks Comprehensive 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.

ESSENTIAL JOB FUNCTIONS:

- Develop and present cost estimates and scopes of work, develop and manage accurate project documents, budgets and processes; ensure execution of City procurement requirements.
- 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, City Council, and other related 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 Comprehensive 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 inventory and assessments, public scoping and involvement, alternative development analysis, feasibility, and cost estimates.
- Support/manage 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. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- 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 actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
 - Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
 - Regular attendance is necessary and is essential to meeting the expectations of the job functions.
 - Ability to understand and comply with City standards, safety rules and personnel policies.
 - Possession of a valid driver's license.
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To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. 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.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.