



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

PARKS COMPREHENSIVE PLANNER PARKS, RECREATION AND WATERFRONT

POSTING DATE: April 11, 2016
RATE OF PAY: \$30.9063/hour
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open Until Fill
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 21
UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing professional level park planning services, research and analysis of technical park planning for short and long range purposes, managing capital improvement programs and construction projects, parks and recreation service contracts, leading public processes across various department projects and overseeing a comprehensive marketing and community outreach program. The position also assists in planning for the appropriate management and use of parks to optimize experiences while intentionally managing impact upon the resources. This position participates in developing City-wide land use and development policies and regulations, and representing those policies to other city, regional, state, and federal agencies.

ESSENTIAL JOB FUNCTIONS:

- Identify capital improvement projects, develop and present cost estimates and scopes of work, develop and manage accurate project documents, multi-year/annual/project 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 and the community 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.
- Plan and coordinate the collection of data regarding development trends; draft area-specific and resource/issue-specific plans in collaboration with other City departments and in coordination with local and regional constituent groups; draft land use and development regulations and works with Planning Commission, City Attorney, and City Council to obtain enactment; and, assist in the preparation of the City's Capital Improvements Program (CIP).
- Submit necessary construction permit applications to various regulatory agencies.
- Oversee completion of a comprehensive marketing and community outreach annual plan.
- Manage Department Brand and communication including but not limited to the Department's website, press releases, advertisements, design, and all marketing collateral.
- Perform and coordinate technical support through mapping, GIS/GPS, graphic design, or other technical subjects.
- Assist in Department-wide hiring and outreach.
- Identify grant funding opportunities, submit applications for project funding, and manage grant resources when funded.
- Liaison with other City departments for construction projects managed by outside contractors or City staff that impact Parks and park connectivity.
- Coordinate public involvement and agency plan review. Work 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.
- Develop and take direct action steps towards creating and maintaining a 5, 10, 15 year operational and capital plan. This plan should outline methods to increase revenue, increase services, potential community partners, facility improvements and capital improvement projects.
- Management of the Planning Division and associated staff including the Associate Parks Project Coordinator and Marketing and Outreach Specialist positions.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree in Parks and Recreation, Urban Design or Planning, Architecture, Engineering, Landscape Architecture or related field; and at least three years' experience in planning and project development and management, with a minimum of one year direct experience in a park setting. Additional experience may be substituted for a degree requirement on a two-for-one year basis. Master's Degree preferred.
- Ability to obtain professional certification (Certified Parks & Recreation Professional) 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.
- Ability to problem solve, think critically, and communicate clearly when responding to citizen and staff requests and complaints.
- 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 research, collect and analyzes data, plan, formulate and review policies and procedures relative to managing park projects.
- Ability to delegate, direct and review the work of subordinate staff.
- Knowledge of budget development and administration required.
- High level of proficiency with Microsoft Outlook, Word and Excel; experience with Adobe Suite/GIS/AutoCAD/Google

Earth/social media preferred.

- Ability to complete multiple projects and meet deadlines required.
 - Ability to obtain and maintain a valid driver's license.
 - 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.
-

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.