

PARKS PROJECT SPECIALIST

Definition:

Under general supervision assists with a variety of park, recreation program, open space, lake, trail and related projects; manages projects as assigned; provides technical and administrative support to the Parks and Recreation Department management staff; prepares reports, makes recommendations and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Inspects existing parks, recreational facilities and recreational equipment to determine repair and upgrade needs.

Assists with grant applications for park, open space, lake, trail and landscape funding.

Drafts requests for proposals and agreements for consultant, contractor and other services.

Prepares cost and material estimates for parks, programs, open space and related projects.

Serves as a departmental representative as assigned, attends public meetings and makes oral presentations.

Responds to public inquiries and requests for information.

Prioritizes, coordinates and schedules project work with other City departments and divisions.

Updates park inventories and master plans.

Compiles, organizes and interprets data for administrative review related to area assigned.

Administers or assists in administering service contracts.

Assists with budget and capital improvement program preparation and the preparation of support material for presentations.

Assist with special Parks and Recreation Department projects as assigned.

Operates a personal computer and uses applicable software to produce a variety of reports, correspondence and other material.

Maintains computerized and manual records.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Lifts and/or moves boxes of supplies and equipment weighing 30 pounds or less.

Class Characteristics:

Parks Project Specialist is a single incumbent class in the Parks and Recreation Department with duties related to technical and administrative support for parks, open spaces, trails, lake and related recreational facilities.

Contacts and Relationships:

A Parks Project Specialist establishes and maintains contact with other Parks and Recreation Department staff. Additional contact will occur with staff in other City departments, contractors, consultants, the public, local service groups and businesses.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage, spelling and grammar.

Methods, materials and techniques utilized in park, open space, trail and lake projects.

Customer service techniques.

Basic project and facility management.

Methods of making effective oral presentations.

English usage and grammar.

Math related to area assigned.

Principles and methods of contract administration.

Computer applications related to area assigned.

AND

Ability to:

Conduct effective and responsible research and analysis.

Handle multiple deadlines and multiple projects.

Understand and carry out oral and written instructions independently.

Establish and maintain effective relationships with those contacted in the course of work.

Organize and conduct meetings.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Communicate effectively orally and in writing in English and make oral presentations to groups.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree from an accredited college or university in Public Administration, Parks and Recreation Administration, Landscape Architecture or a related field.

AND

Experience:

Two years of experience at the Administrative Analyst level or equivalent in a public or private recreational related setting, including one year of experience in the coordination of park project/recreational facility management recreation program management or capital project management.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including weekends, evenings and holidays.

The City of Fullerton's Conflict of Interest Code requires that the Parks Project Specialist file financial disclosure statements in accordance with state and local laws.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

Some experience in municipal setting.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in a variety of on-site/field locations including parks, open spaces and trails. An incumbent stands, walks/hikes, kneels, reaches, bends and grasps and may move, lift and carry boxes of supplies weighing 30 pounds or less. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, walks and stands on slippery and uneven surfaces, utilizes recreational equipment, climbs steps, inclines and playground equipment, crouches, twists and crawls and may be exposed to the elements, vegetation, soil and dust. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Reestablished January 2008