

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Assistant Public Works Director—Parks
DEPARTMENT: Public Works
REPORTS TO: Public Works Director

SALARY GRADE: 22
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Plans, organizes and directs the programs, operations, services and staff of the Parks Division; exercises considerable judgment and discretion in meeting program objectives.

ESSENTIAL JOB FUNCTIONS:

Plan, organize and direct the programs, operations, services and staff of the Parks Operations. Develop program objectives and priorities in accordance with overall City and Parks policies relating to development, utilization and maintenance of City parks and facilities. Manages related special events. Develops, manages and maintains urban park space.

Directs the fiscal management of the Parks Operation, including overseeing the preparation, submission and administration of the agency's annual capital and operating budgets. Coordinates overall financial planning for the Parks Operation's purchasing and related financial operations of the division.

Plans, directs and administers human resources programs for the division, both directly and through subordinate supervisors; hires, trains, supervises, evaluates and disciplines staff.

Oversees and monitors implementation of systematic maintenance programs of Parks Operation lands, facilities and equipment to reduce operating costs and prolong property life and value.

Oversees design, planning and construction of facilities and parks. Creates and establishes policies and procedures for building, facility and land operation and use that enhance environmental sustainability.

Serves as liaison to City citizen committees and supports related actions; recommends and implement park policies and procedures.

Initiates Parks Operation projects involving cooperative efforts between public and private organizations; represents diverse Parks Operation interests, programs, services and events in the media and with community groups.

Implements recommendations of the existing Park and Open Space Plan; oversees updates and revisions to the plan; works with local planning authorities to assess and integrate City park and related land use with larger regional plans; communicates and coordinates the implementation of long-range plans in relation to parks division responsibilities and programs.

IMPORTANT JOB FUNCTIONS:

Participates as a member of the Public Works Management Team.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

City Vehicle Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree from an accredited four-year college or university in Parks Management or equivalent; and,

Seven to ten years of progressively responsible experience in a parks and grounds keeping; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Maryland Pesticide Applicators License

Arborists Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Relevant parks and recreation program administration, organization, management and planning theories, policies, practices and techniques.

Related public and business administration principles and practices relative to financial management and customer-focused program development and administration.

Relevant local, state and federal laws, rules and regulations.

Landscaping with trees, shrubs, flowers and ornamental grasses suitable for planting in the City area.

The use and application of pesticides and other pest control problems.

Department organization, standard operating guidelines and policies, rules, and regulations.

Management and organization theories and practices.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to manage a wide variety of parks programs, activities and facilities.

Ability to oversee the implementation of effective business procedures in enterprise operations.

Ability to lead and supervise others.

Ability to represent Parks interests in a wide variety of venues.

Ability to communicate effectively both orally and in writing and to speak persuasively before diverse groups.

Ability to maintain adequate attendance.

Ability to acquire knowledge of other codes and regulations administered by the department.

Ability to evaluate hazardous structural problems in trees and to make decisions on proper action for resolution.

Ability to interpret laws, regulations, codes and ordinances, and to apply requirements to appropriate situations.

Ability to follow directions, both verbal and written.

Ability to maintain records, logs and files.

Ability to prepare written reports and correspondence.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand, walk and sit; use hands to finger, handle, feel or keyboard; speak and hear; climb or balance, stoop, kneel, crouch, or crawl; reach with hands and arms; climb stairs; ascend and descend stairs, ladders, ramps, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; push, pull, lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment and in the field exposing the employee to various outside atmospheric conditions; with little exposure to dirt and dust and to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, falling from high, exposed places, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically not very loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.