



**WILLAMALANE PARK AND RECREATION DISTRICT
invites applications for the position of:**

Planning and Development Manager

SALARY: \$33.45 - \$45.16 Hourly
\$5,798.00 - \$7,827.73 Monthly
\$69,576.00 - \$93,932.80 Annually

OPENING DATE: 11/18/16

CLOSING DATE: 01/05/17 05:00 PM

JOB DESCRIPTION:

General Statement Of Duties: Responsible for planning, directing, and managing the activities and operations of the Planning and Development Department for the District. Manages a comprehensive system of planning and development for the District's parks, recreation facilities, and natural areas. Coordinates planning and development activities with other departments, local agencies, utilities, and the general public; does job-related work as required.

Distinguishing Features Of The Class: An employee in this classification is responsible for facilitating the capital improvement program, the facility rehabilitation program, and parks and natural area development and planning, as well as the District's System Development Charges program. Supervision is provided to departmental staff. Work is performed under the direction of the Assistant Superintendent for Parks and Facilities.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Develop and manage strategies for the public involvement program when working with local agencies, community groups, and regional partners on park development projects.
- Represents District on local and regional planning efforts. Attends and make presentations, as necessary, to various boards, committees, commissions, and at neighborhood meetings concerning parks, natural areas, trails, and recreation issues.
- Prepare reports and give staff presentations and recommendations on planning-related issues to the Willamalane Board of Directors
- Oversee, prepare and monitors the development and implementation of the District's Comprehensive Parks and Recreation Plan, Capital Improvement Program, and Systems Development Charges program.
- Prepare, independently or in coordination with others, long-range plans, master plans, site specific plans, and other related planning documents or reports, for a variety of planning and development-related projects.
- Develop management plans, analyses related to potential acquisitions, and conduct feasibility studies for land acquisitions.
- Oversee the administration of the department which includes, supervision of employees (e.g., including assigning and reviewing work, evaluating performance and training, taking necessary disciplinary action, and making hiring and termination decisions), department budget oversight, coordination of information with the general public, agencies and partners, and organize, maintain, and evaluate work schedules and programs for the department.
- Prepare, manage and oversee the annual and five-year Capital Improvement Program budget.
- Oversee and monitors the work of outside consultants and contractors regarding permitting, design, engineering, and construction of parks and facilities.
- Prepare and manage land use applications such as annexation, plan amendments, zone changes, and other related applications. Coordinate with City of Springfield planning staff on planning related issues impacting the District such as code updates, changes in the urban growth boundary, land use studies, etc.
- Oversee and prepare public improvement contracts, request for proposals, invitation to bids, and other related procurement related issues.

- Prepare and review land use agreements, easements, and intergovernmental agreements with local agencies and other partners to effectively promote the short term and long term planning initiatives.
- Actively work with Resource Development staff to identify, develop, and secure grant proposals and other alternative funding to support the acquisition and development improvements to parks, recreation facilities, and natural areas.

DESIRABLE QUALIFICATIONS:

Knowledge: Considerable knowledge of planning concepts, principles, techniques, and practices; park, landscape and recreation design, development and construction; computer software and hardware associated with data collection and analysis, and drafting; governmental agreements and legal procedures. Considerable knowledge of long-range, comprehensive park, recreation and open space planning theory and practice; park design and construction theory and practice; community and regional land use planning theory and practice; community involvement theory and practice; and grant writing. Considerable knowledge of principles of supervision and personnel practices; local government budgeting.

Skills: Understanding and application of GIS, project management; strong in the techniques of site analysis and data collection; strong in land use planning and permitting; administering and managing project budgets; and relevant computer skills are preferred. Strong writing and presentation skills; understanding of AutoCAD, park design, trail design, and management. Effective verbal and written communication; maintain appropriate records and prepare accurate reports; exercise good judgment, problem solving and decision making skills; budget management; formulate program goals, programs, and services to meet the needs of the District and community.

Abilities: Communicate effectively both verbally and in writing; plan, organize, and direct planning and development activities and programs; develop and implement strategic planning for parks and recreation; perform research; prepare clear and concise reports; generate basic reports using GIS, CAD, and database-type programs; interpret plan documents and code; utilization of a networked computer system for budget management, word processing, spreadsheet preparation, E-mail communication, and Internet access; facilitate and lead community involvement activities; establish and maintain an effective collaborative working relationship with departmental staff, other District managers, leaders, and staff, advisory committees, local and state agencies, and the general public.

Experience And Training: Bachelor's degree in Park Resource Planning, Land Use Planning, or a related field, and five years of progressively responsible planning experience at a management level in park and recreation; a master's degree may substitute for two years of work experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties. Certified Planner through the American Planning Association's American Institute of Certified Planners is preferred.

Physical Demands Of Position: While performing the duties of this position, the employee is frequently required to sit, stand, twist, turn, bend, kneel, crouch, stoop, reach, and manipulate objects. Duties are primarily performed in an office environment while sitting at a desk. Physical exertion required to lift books, files and manuals weighing less than 30 pounds. The position may occasionally require the ability to move and lift materials weighing up to 50 pounds. Manual dexterity and coordination are required for 75% of the work period. This is an exempt position which may require working more than 40 hours a week on a regular basis without additional compensation. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Necessary Special Requirements: Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

ADDITIONAL INFORMATION:

Hours/Shift: Monday - Friday. 8:00 a.m. - 5:00 p.m.

Equal Opportunity Employer
Drug Free Workplace

250 S 32nd St
Bob Keefer Center for Sports and Recreation
Springfield, OR 97478

johni@willamalane.org

Planning and Development Manager Supplemental Questionnaire

- * 1. Please list any professional certifications or licenses you currently have. Include the full name of the certification or license, the issuing authority, and expiration date. If you do not have any professional certifications or licenses, enter N/A.

- * 2. Please describe your management style (in no more than 200 words).

- * 3. How do you ensure thorough understanding is achieved in your work group? (in no more than 200 words).

- * 4. Describe how your experience and training has prepared you to be the Planning and Development Manager for a Park District. (in no more than 200 words).

- * 5. This job posting requires that you attach a resume and cover letter to your online application. Your application will not be considered if you do not attach a resume and cover letter before you submit your online application. Did you attach your cover letter and resume?
 - Yes
 - No

* Required Question