



City of Lake Oswego, Oregon

Job Description

PARK ANALYST / PROJECT MANAGER

FLSA Status: Non-exempt
Union Representation: LOMEA

Salary Grade: 177
Job Code: 2032

Class Summary

This position will provide high-level technical, administrative and project management support for the Parks and Recreation Department. Performs highly responsible assistance in developing, coordinating and implementing major administrative projects, park planning efforts and natural resource management projects and management. The Park Analyst / Project Manager will perform most tasks including research, analysis, report writing and policy and project implementation on their own with limited supervision and oversight. This position will report on a day-to-day basis to the Parks and Recreation Director.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Responds to requests for information from the Parks and Recreation Director.
2. Gathers, interprets and prepares data for studies, reports and recommendations.
3. Presents information and recommendations to the Parks and Recreation Director, advisory boards, City Council, and citizen groups.
4. Responds to citizen inquiries, and proposes and implements solutions.
5. Researches, investigates and analyzes department operations and administrative procedures; documents policies and procedures; recommends and implements plans and strategies to streamline department operations.
6. Researches and collects data, conduct surveys, and prepares reports for cost analyses, benchmarking studies, levels of service standards, and outcome measurement.
7. Develops reporting formats, prepares and coordinates quarterly and annual reports with department divisional staff.
8. Serves as the department's budget and CIP manager including preparing, controlling and analyzing budgets, and capital improvement and asset management plans. Works with staff to resolve problems and ensure compliance with procedures and regulations.
9. Participates in the development of the department's annual work plan, procedures, rules and measurement goals for programs.
10. Coordinates and documents department training programs; prepares marketing plans.

11. Identifies and secures grant funding for park projects and natural resource management; manages grant funding and reporting requirements.
12. Monitors and tracks parks and recreation legislation at the local, state, and federal levels that may impact parks operation and programs; prepares recommendations for legislative policies to the City Manager.
13. Represents the Parks and Recreation Department at local, regional and statewide meetings, serves on boards and committees, makes presentations to councils, boards, commissions, civic groups and the general public.
14. Assists the Director in coordinating park planning efforts such as master plans, needs assessments, and feasibility studies; oversees short and long range park design and construction projects.
15. Develops and manages public outreach and processes for department planning efforts including developing and implementing strategies and public involvement processes, managing messaging and communication, and distribution of information.
16. Hires and oversees contractors for park planning, feasibility/needs assessments, design, and construction projects including writing scopes of work, RFPs and contracts; preparing and tracking work orders, billing, and change orders; and managing contractor communication, negotiation, and resolving problems.
17. Provide lead/supervisory role for limited special projects.
18. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Working with governmental agencies including city councils, advisory boards, and the public;
- Writing and presenting staff reports to City Council.
- Developing and managing large public involvement and civic engagement processes.
- Master planning, design, and construction of parks and recreational facilities.
- Developing Requests for Proposals, and overseeing and managing consultants and consultant contracts.
- Gathering data, conducting detailed analysis, writing technical reports, preparing and making presentations.
- Conducting cost models related to recreation programming, park development and construction, and parks maintenance projects.
- Preparing and managing budgets.
- Developing policy.
- Supervising employees and community volunteers.
- Collaborating and generating partnerships with community organizations and citizens.
- Parks and recreation theory and best practices.
- Knowledge of public opinion research principles and techniques.
- Knowledge of landscape architecture, public contracting, and public construction projects.
- Knowledge of natural resource management principles related watershed management, biological diversity, endangered species act requirements, wildlife habitat issues, and principles of conservation and sustainability.
- Knowledge of best practices regarding habitat conservation and restoration.
- Knowledge of public financing, GIS systems; Municipal code, comprehensive planning, and state land use laws.
- Expert knowledge of English grammar, spelling and usage.
- Personal computers and related software applications.

Skills and Abilities to:

- Negotiate contracts with service providers and construction firms.
- Technical ability to utilize presentation software, develop website areas and proficiently use the Internet.
- Ability to work collaboratively with co-workers, elected officials, and community members.
- Excellent verbal and written communication skills.
- Ability to work with the city's Geographical Information System.
- Ability to write successful grant applications
- Manage staff and volunteers.
- Coordinate and manage volunteers.
- Develop and maintain effective working relationships with external customers and internal staff.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with Bachelor's degree in Parks and Recreation, Landscape Architecture, Environmental Management, Business and/or Public Administration, or a related field; and three to five years experience preferably in Parks & Recreation or Landscape Architecture, or in a related field or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Landscape architecture experience is a plus, but not required.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

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 depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.