



Capital Parks Project Manager

City of Kenmore

SUMMARY

Under the direction of the Community Development Director, the Parks Project Manager is responsible for project management of budgeted park capital improvement projects through the design, permitting, and construction process. The position is also responsible for the preparation of grant applications and administration of grant awards for park improvement and park acquisition projects. The position assists with the update and monitoring of the Parks, Recreation, and Open Space (PROS) plan and associated Comprehensive Plan elements. The position also assists with policy issues, park and recreation programming, and operations issues as needed. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as project manager for budgeted park capital improvement projects, including preparing cost estimates, schedules, serving as liaison between the City and contractors, consultants, and regulatory agencies; checking progress of work, keeping project records, interpreting design criteria, coordinating permit changes as they occur, and making reports.
- Develop scope of work, budget, and schedule for all project phases; prepare City contract documents; manage the development of project plans, specifications, schedules, bid openings, contract award, pre-bid and construction progress meetings, inspections, project close-out; identify problems and recommend solutions throughout the project; and implement required permit mitigation monitoring and maintenance after construction.
- Negotiate, prepare, implement, and administer stakeholder, utility, grant agency and consultant contracts; monitor contract expenses and performance.
- Provide information to the public, contractors, and consultants and serve as the City's contact person during project development and implementation; prepare and distribute information regarding parks projects and development issues for distribution; deliver presentations to the City Council, Planning Commission, grant committees, the public, and City staff on park issues; and coordinate communications between various agencies. Coordinate, organize, and/or facilitate public meetings or other public involvement strategies to gather input in developing park plans and parks master plan updates.
- Coordinate assigned activities with other departments and outside agencies and establish and maintain cooperative working relationships with co-workers, other departments, utilities, consultants, funding partners, utilities, contractors, business owners and citizens.

- Prepare, write, present, and administer various grants for park and open space acquisition, park capital projects, and facility development.
- Assist in the development of a park capital improvement program, updating revenue and expenditure budgets, identifying property for potential acquisition, evaluating existing facilities and defining deficiencies, and in the design of new facilities to accomplish parks goals and objectives.
- As necessary, update the Parks, Recreation, and Open Space (PROS) Plan and assist with developing and updating associated Comprehensive Plan elements.
- As necessary, assist with the development and update of individual park master plans.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Familiarity with planning principles, practices, current issues and trends, regulations, and techniques related to park planning, parks projects, and development.
- Experience preparing a Parks, Recreation, and Open Space (PROS) plan, park master.
- Experience preparing capital improvement program budget updates for park capital projects.
- Working knowledge of State and local laws affecting public construction projects,
- zoning code, and property development regulations, and available grants for park and facility acquisition, development, and renovation.
- Experience with consultant selection and evaluation. Ability to prepare RFPs/RFQs and associated legal notices for specific projects. Ability to utilize the City's procurement portal when appropriate to select consulting services. Ability to evaluate consultant submittals and conduct interviews, contract negotiation, and contract administration.
- Experience with project management during construction, including preparation of a detailed construction contract scope of work, contractor evaluation, project schedule, budget oversight, and change management enforcement. Ability to coordinate responses to RFIs and evaluate and approve RAMs. Ability to manage relationships between resident engineer, contractor, and architect/engineer/consultant. Ability to maintain required project records and complete all necessary documents for project close-out.
- Experience with waterfront park development is preferred, but not required.
- Perform statistical analysis and interpret complex plans and maps.
- Knowledge of the methods and techniques used in citizen involvement and external communications. Ability to organize and create public meeting processes to achieve planned outcomes.
- Experience with programs for effective marketing, public relations, and promotion of parks and recreation programs and facilities.
- Ability to coordinate internally with other City departments and personnel.
- Experience in providing excellent internal and external customer service.
- Well-developed interpersonal and customer relations skill and the ability to conduct formal oral and written presentations and agreements presentations before diverse audiences, including Planning Commission and City Council, and grant evaluation committees, and stakeholder groups. Ability to effectively facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others. Ability to prepare clear and effective PowerPoint presentations.

- Grant writing expertise and grant administration experience is preferred including knowledge of the State Recreation and Conservation Office grant process or other agency grants.

Abilities:

- Carry out the essential functions of the position.
- Lead a team including establishing accountability and obtaining results from individuals from different workgroups.
- Review, prepare plans, applications, specifications, and legal contracts.
- Work cooperatively and communicate effectively with City staff, elected, and appointed officials, and the public; work as a contributing member of a team; and convey a positive image of the City.
- Coordinate and manage complex, and politically sensitive projects including budgets, timelines schedules, and quality of work product.
- Review and manage the preparation of complex plans, applications, and specifications to ensure accuracy, project objectives, and City requirements are to be met.
- Perform difficult and complex technical research and analysis. Complete grant application materials and administer grant funds.
- Analyze, understand, and interpret all applicable laws, regulations, policies, procedures, and standards, and planning principles and practices. Use sound judgment when making decisions, interpretations, and in communications with others.
- Have difficult and direct conversations and negotiate balanced outcomes based on the needs of all parties.
- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in Public Administration, Planning, Landscape Architecture or a related field, and
- Five years' related experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Community Development

FLSA: Exempt

City of Kenmore

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