

## The Maryland-National Capital Park and Planning Commission

TITLE: Park Development Division Chief      GRADE: 36      DATE: 10/26/2016  
SERIES: Design & Construction      CODE: 3195      EEO: Officials/Admin      FLSA: Exempt (E)

### Definition:

Under general direction, serves as Park Development Division Chief; manages the County-wide Division and its planning, land acquisition, design, construction and related functions to help provide high quality parks or recreational facilities. Ensures effective development and review of plans for park land use and development; acquisition of land and buildings; planning, design and construction of park spaces or recreational facilities; and provision of related products and services such as land surveying and mapping and supporting administrative functions such as budgeting and purchasing. Plans the work of, and organizes and manages, the Division through subordinate unit managers and staff; oversees the work of consultants and contractors. Controls all Division resources. Some work is highly sensitive. Leads the Division's management leadership team and serves as a key member of the Department's management leadership team. The work has substantial County-wide impact on the Division's products and services. Manages programs, works on issues and resolves problems requiring extensive professional knowledge of park and/or recreational facility planning, acquisition, design and construction as well as knowledge of management, the Commission's Capital Improvements Program (CIP) and other Commission-specific knowledge. Performs intensive analyses and makes probing assessments of multiple, interactive variables, including uncertainties, to determine effects. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present/defend, convince or persuade and achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective planning, acquisition, design and construction products and services, including sound soundness of management advice and achievement of Division goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for problems beyond their scope. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including teamwork and intra-agency and interagency coordination problems.

### Examples of Important Duties (Estimated Percentages):

1. Unit Management/Staff Supervision ( $\pm$ 60-70%)
  - Manages the Commission's park and/or recreational division responsible for facility planning, land acquisition, design and construction for Montgomery County or Prince George's County. Keeps Division staff informed of Commission policies and procedures; establishes work program goals and objectives of the Division; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the Division; develops, recommends and administers approved Division budgets (controls expenditures); manages Division staff and other personnel in support of programmatic objectives and operational

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requirements; monitors work operations; ensures oversight of the work of consultants and contractors.

- Performs a full range of supervisory human resource (HR) management functions Division-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.
2. Quality Assurance/Quality Control/Related ( $\pm 20-25\%$ )
- Ensures coordination of projects with other Commission units and various stakeholders, including regulators. Evaluates the work programs, which include a CIP.
    - Manages land or facility planning. Ensures effective management of planning studies. Develops or approves and enforces guidelines that govern methodology for proactively identifying areas needed by the Commission for quiet enjoyment, recreation, conservation and other purposes. Ensures planning for parks, facilities and open space needs.
    - Manages land acquisition. Ensures receipt of land donations, identification of land desired by Commission and proper acquisition. Monitors availability of potential parkland on market. Ensures accurate appraisals and effective negotiations for purchase of land for the Commission and the County. Manages the Commission's Advance Land Acquisition Revolving Fund for the County.
    - Manages the State Program Open Space for the County. May serve as, or may designate, the County Liaison Officer for the administering the program with municipalities in the County.
    - Manages design and construction of facilities. Ensures review and approval of architectural and engineering designs for new parks, buildings and other facilities. Ensures management and coordination of new construction and renovation work by outside contractors and Commission crews.
    - Works with subordinate unit managers to ensure that an up-to-date inventory of existing and proposed park and/or recreation facilities is maintained. Ensures cost effective coordination and quality assurance of planning and acquisition work by internal staff and outside consultants/contractors.
  - Reviews and approves land purchase contracts prior to Department Director and Planning Board review; reviews mandatory parkland dedication recommendations, fee in-lieu contributions and recreational facility proffers by developers for all new residential/commercial development in the County.
  - Manages the preparation of the CIP for land acquisition and park or recreational facility development for approval by Director, Planning Board and County Council; participates in

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the development of various strategies involving funding approaches, project scheduling and establishing criteria for prioritizing projects; and meets with Planning Board and County Council members to explain CIP strategy and provide project updates.

- Reviews and approves Requests for Proposals (RFPs), Invitations for Bid (IFBs), contracts for design and construction and other services, Purchase Requisitions, Purchase Orders and Applications for Payment for all planning/acquisition initiatives and design/construction projects, which may include establishing criteria for prioritizing projects; and meets with Planning Board and County Council members to explain CIP strategy and provide project updates.
  - Prepares special reports and makes public presentations to articulate the Division's role in supporting community place-making and economic development in the County.
  - Participates in claim resolutions associated with condemnations, acquisitions, and design and construction contracts in collaboration with Central Purchasing and the Legal Department.
  - Oversees efforts to secure funding for capital acquisitions, or capital design/construction projects, from non-Commission sources; may coordinate with the County delegation on State Bond bill issues; may coordinate grant application efforts for capital funding with Federal, State and County agencies; and collaborates with the Park Foundation on funding efforts involving public-private partnerships.
3. Other ( $\pm 10-20\%$ )
- Stays abreast of regulations, policies, standards, urban, park or recreation planning trends, design and construction technology, community wants, needs or perspectives on parks or recreation and developer projects that involve community space or facilities; and evaluates requirements, or potential, for application in Division projects and operations.
  - Coordinates the Division's community outreach protocol for park and facility planning (or design and construction) in the County; ensures internal and external coordination so that individuals and communities have input into a cohesive scheme of planning, acquisition, design and construction of parks or recreational facilities. Working upwards, laterally and downwards in the organization, helps ensure a collaborative effort with a full array of stakeholders within the Department and the Commission to ensure that the planning, design and construction of parks or recreational facilities address Department and Commission goals and objectives for park or recreational programming, operational standards, ongoing maintenance, visual and performing arts, special programming and needs for persons with disabilities, historical and environmental design and programming, security concerns, public information dissemination, multi-age sports and wellness programming, technology/communication needs, operating budget impacts and opportunities for grants and public-private partnerships.

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- Serves as a key member of the Department's management leadership team. Leads the Division's management leadership team. Identifies, recommends, and implements new work methods, policies, and procedures to enhance productivity and effectiveness. Works with all division chiefs within the Department, and works with broader scope and higher level management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Department- and Division-wide changes in policies and procedures, and implement the work programs of the Department and the Division. Makes formal presentations to the Department Director, the Planning Board, and others concerning proposed changes in policies, procedures, and work methods. Serves on County, Maryland and regional committees that review or coordinate various aspects of park planning and/or recreational facility development functions or whose activities may impact the Division work programs. Ensures representation of the Division in Department-wide initiatives.
- Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork. Promotes internal and external collaboration and facilitates inclusion and, as practicable, sound group decision-making. Meets with citizens, Commission groups, business groups, park or recreation councils, government agencies, community groups, special interest groups and other stakeholders to identify wants, needs and perspectives, plan programs, and answer questions about the Division's programs and projects; presents and defends projects and programs, and seeks to convince and persuade others, as appropriate. Assesses and recommends options/solutions that incorporate key stakeholder concerns into key initiatives, as practicable. Investigates complaints. Responds to sensitive and complex inquiries or requests for information from elected officials, residents and other stakeholders in collaboration with the Department Director's office.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, budgeting, manipulating data, preparing presentations, reporting time and attendance, requisitioning, posting to the intranet/Internet, researching (the Internet), and performing other functions.

### Important Worker Characteristics:

- (1) Extensive professional knowledge of the continuum of park planning, land acquisition, and park or recreational facility design and construction in the public sector including knowledge of best practices in park and/or recreational facility planning, acquisition, design and construction.
- (2) Knowledge of public sector budgeting, including long-term budget planning, for capital improvements including acquisitions, design and construction.

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- (3) Knowledge of park administration and public administration including, but not limited to, operations budgeting, transparency in program management and operations, and community and other stakeholder involvement.
- (4) Knowledge of urban planning as it interfaces with park and/or recreational facility planning.
- (5) Knowledge of building and building system functionality, maintainability and sustainability as well as value engineering.
- (6) Knowledge of the characteristics and uses of parks and/or recreational facilities of various types including state-of-the-art park and/or recreational facility technology and materials.
- (7) Knowledge of County\*, Maryland\* and Federal codes or guidelines affecting land use, condemnations, exchanges, acquisitions, design and construction and other aspects of the functions and operations managed such as County zoning and subdivision regulations and master plans, Maryland Department of Natural Resources (DNR) and Maryland Department of the Environment (MDE) requirements, various Code of Maryland (COMAR) Titles, and accessibility provisions of the Americans with Disabilities Act (ADA).
- (8) Knowledge of Commission organization, policies, and procedures (including planning, acquisition, design and construction management processes).\*

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) organizing, planning, assigning and reviewing work, (2) capital and operations budgeting, using capital and managing personnel to accomplish work, and (3) managing work and supervising employees at the first and second levels of supervision, or ability to rapidly acquire this knowledge/skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and developing solutions. Examples include developing/recommending or reviewing/approving and implementing short- and long-term work program goals and objectives; allocating resources across subordinate units/teams; identifying and applying a variety of quantitative and qualitative measures to program management issues; assessing CIP scope, approaches; reviewing planning, acquisition, design and construction project priorities, schedules and progress; reviewing proposals and overseeing the administration of contracts; and reviewing and resolving program/project/team management issues.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening to, and encouraging effective communication by, others such as program or facility staff, consultants, contractors and other parties concerning program/project scope, estimates, costs, and risks, skill in effective communication with special interest groups, community stakeholders and staff in such non-

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park planning/development disciplines as finance, internal audit and HR on a variety of high stakes matters, and skill in public speaking.

- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

### Minimum Qualifications (MQs):

1. A Bachelor's Degree in Planning, Urban Planning, Recreation Planning, Engineering, Architecture, Landscape Architecture, Construction Management or any related field.
2. Eight years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 12 years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

### Working Conditions:

Works in an office setting; works outdoors on an incidental basis. Work is primarily sedentary and requires very light to light physical effort. On an incidental basis, may be exposed to inclement weather and construction site hazards; maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.