

## The Maryland-National Capital Park and Planning Commission

TITLE: Park Development Program Manager      GRADE: 34      DATE: 10/26/2016  
SERIES: Design & Construction      CODE: 3190      EEO: Officials/Admin      FLSA: Exempt (E)

### Class Definition:

Under general direction, manages two or more significant and complex County-wide park (or park/recreational) infrastructure and facility development functions of the Division such as, but not limited to, planning, acquisition, design and construction; ensures work program and unit effectiveness through subordinate unit managers. Supervises unit staff and oversees the work of consultants and contractors engaged in the functions managed. Plans and ensures coordination of programs and projects, reviews and approves work of subordinate units/managers and works adeptly as the second-level manager across two or more program areas – planning, acquisition, design, construction and/or other program areas comparable in breadth, scope and complexity, as assigned. Serves as member of the Department's management leadership team. Some work is highly sensitive. The work program has substantial impact on park and facility development programs, County-wide. Applies comprehensive knowledge of a specified combination of park and facility development functions such as, but not limited to, park-recreation facility planning, land use and acquisition, real estate development, park/facility design and construction management, good working knowledge of related fields, and knowledge of project management and administrative management altogether to ensure products and services of subordinate units are effective. Performs intensive analyses and makes probing assessments of multiple, interactive variables, including uncertainties, to determine effects on key projects and the overall work programs of subordinate units. 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 products and services (in planning, acquisition, design, construction or comparable functions, as assigned) including soundness of management advice and achievement of program 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- and interagency coordination.

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

1. Unit Management/Staff Supervision (±70-80%)
  - Manages two or more units and significant and complex work programs with substantial County-wide impact. Keeps units informed of Commission policies and procedures; establishes work program goals and objectives of the units; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the units/teams; helps develop, recommends and administers approved unit budgets (controls expenditures); manages unit staff and other personnel (at the second level of management) in support of programmatic

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

- Performs a full range of supervisory human resource (HR) management functions, unit 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 ( $\pm 20-30\%$ )
- Ensures coordination of projects with other Commission units and various stakeholders including regulators. Evaluates the work programs of subordinate units.
    - Plans, organizes and manages the work programs which (a) require an adequate inventory of existing and proposed parks and/or recreational facilities that is consistent with the needs of the County – type, size, location, or (b) consist of approved capital projects in the pending or active stages of planning, design and construction.
    - Coordinates the work efforts of subordinate units to ensure that work is timely, within budget, high quality and consistent with community park and/or recreation facility needs and County/Commission plans to address needs and serve the public.
    - As assigned:
      - Manages the County's Parks and Open Space Master Plan. Ensures that developers' development proposals are evaluated in a timely manner and that appropriate land parcels, facilities or monies are secured as required by zoning and subdivision regulations.
      - Manages the State Program Open Space for the County. May serve as County Liaison Officer for administering the Program with municipalities in county.
    - Works with subordinate unit managers to:
      - Ensure that an up-to-date inventory of existing and proposed park or recreational facilities is maintained. Ensures cost effective coordination and quality assurance of planning and acquisition work by internal staff and outside consultants or contractors.
      - Ensure cost effective coordination and quality assurance of design and construction work by outside contracts and Commission crews.
  - Develops, recommends, and administers approved, budgets for park and facility development projects to ensure that expenditures align with projected needs. Works with the Capital Improvements Program (CIP) budget manager to analyze expenditures so they can be timed with funding requirements. Provides input for, or manages the preparation of, the CIP for land acquisition and park development for approval by Director, Planning Board and County Council. Participates in the development of various strategies involving funding approaches, land acquisition (or design and construction project) scheduling and establishment of criteria

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for prioritizing projects. Meets with Planning Board and County Council members to explain acquisition strategy and provide updates.

- Works with purchasing (and the Division Chief) in review and approval of Requests for Proposals (RFPs), Invitations for Bid (IFBs), contracts, Purchase Requisitions, Purchase Orders and Applications for Payment for land acquisition, design, construction and other services. Approves or recommends contract awards consistent with delegated authority. Assists in negotiations for land acquisition services, or design and construction services, and the like and in negotiations with private developers.
  - Provides support to and works with subordinate unit managers to identify and address such issues as condemnations, purchases, exchanges, consultant performance, schedules and other issues that may affect budget, schedule or quality. Ensures timely status reporting of plans, initiatives, projects and other work. Ensures that status updates are provided to staff responsible for maintaining planning and acquisition, or design and construction, information on the Department website.
  - Prepares reports and delivers presentations to articulate the Division's role in supporting community and economic development in the County.
  - As assigned, participates in claim resolutions associated with condemnation and acquisition contracts in collaboration with purchasing and legal departments.
  - As assigned, oversees efforts to secure funding for capital acquisitions, or capital design and construction projects, from non-Commission sources. May coordinate with the County delegation on State Bond bill issues and grant application efforts for capital funding with Federal, State and County agencies. As assigned, collaborates with the Park Foundation and others on funding efforts involving public-private partnerships.
3. Other (±10-20%)
- Stays abreast of regulations, policies, standards, technology (in the assigned program areas), community perspectives on parks and facilities and developer projects that involve community space and facilities. Evaluates requirements, or potential, for application in Division projects and operations.
  - As assigned, develops the Division's community outreach protocol for park and facility planning, design or construction in the County. Coordinates externally and internally to ensure that community residents have input into a cohesive scheme of planning, land acquisition, design and construction of parks facilities. Working with the Division Chief, peer managers, directly reporting managers and others in the Division, leads a collaborative effort of stakeholders to ensure that the planning, design and construction of parks and facilities address Department and Commission goals and objectives for park or facilities

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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 and communication needs, operating budget impacts and opportunities for grants and public-private partnerships.

- Serves as a key member of the Department's and the Division's management leadership teams. 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 Commission management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Division-wide changes in policies and procedures, and implement the work programs of the Division. Makes presentations to the Department Director, the Planning Board, and others concerning proposed changes in policies, procedures, and work methods. As assigned, serves on County, Maryland and regional committees that review or coordinate various aspects of park planning and facility development functions or whose activities may impact the Division work programs. As assigned, represents the Division in Department-wide initiatives.
- Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork. Promotes collaboration within and across the units managed and other units, facilitates inclusion and, as practicable, sound group decision-making. Meets with citizens, Commission groups, business groups, park or recreation councils, government agencies, public officials, community groups, special interest groups and other stakeholders to identify wants, needs, concerns and perspectives, plan programs, and answer questions about assigned programs, plans, projects and initiatives; presents and defends projects and programs, and seeks to convince and persuade others, as appropriate. Assesses and recommends options or solutions that incorporate key stakeholder concerns into plans and actions, as practicable. Investigates complaints. Responds to sensitive and complex inquires or requests for information from elected officials, residents and other stakeholders in collaboration with the Division Manager and 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:

- A. (1) Comprehensive knowledge of a specified combination of park and facility development functions such as, but not limited to, park-recreation facility planning, land use and acquisition, real estate development, park/facility design and construction management.

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(2) Knowledge of park (and/or recreation) administration and public administration including capital improvements and operations budgeting, transparency in program management and operations, and community and other stakeholder involvement.

(3) Knowledge of County\*, Maryland\* and Federal codes or guidelines pertinent to the combination of programs/unit managed such as those affecting (a) land use, condemnations, exchanges, acquisitions, and other aspects of the land use planning and acquisition 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), or (b) the design and construction programs, functions and operations managed such as fire protection and historic preservation requirements, County soil erosion, sediment control, stormwater management and forest conservation requirements, US Army Corps of Engineers (USACE) and Maryland Department of the Environment (MDE) requirements, Federal and Maryland construction safety standards, various Code of Maryland (COMAR) Titles, and accessibility provisions of the Americans with Disabilities Act.

(4) Knowledge of other bodies of information pertinent to the combination of programs or units managed such as (a) park or facility planning and acquisition methods and techniques, or (b) design and construction program and project management methods and techniques.

(5) Knowledge of Commission organization, policies, and procedures (including those pertinent to the position of assignment such as park planning and land acquisition management processes, or 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 or reviewing or 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 planning and acquisition (or design and construction) program and project scope, approaches; reviewing planning and acquisition (or 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,

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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 or project scope, estimates, costs, and risks, skill in effective communication with special interest groups, community stakeholders and staff in such non-park 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 as pertinent to the specific programs/units to be managed.
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. May be exposed to inclement weather and construction site hazards that require the use of safety equipment and careful observance of safety procedures. Subject to various job demands such as high volume of work and tight deadlines.