



## Director of Parks & Planning Elk Grove Park District

**Contact Name:** Christy King  
**Contact E-mail:** cking@elkgrovecparks.org  
**Contact Phone:** 8472283504  
**Closing Date:**  
**Salary:** \$77,816- \$99,598

### **Description:**

For more information and / or to apply, please visit our website at: [www.elkgrovecparks.org](http://www.elkgrovecparks.org)

### **JOB SUMMARY**

Under general direction by the Executive Director, is responsible for maintenance and improvements of all Park District grounds, facilities and planning. Responsible for planning long-term capital investments, preventative maintenance schedules, and internal work order system for Park District. Member of the Senior Management Team of the Elk Grove Park District.

### **ESSENTIAL JOB FUNCTIONS**

- Provides direction for facilities maintenance, park maintenance and planning operations.
- Monitors and evaluates the effectiveness of resources with respect to objectives.
- Assesses community needs and level of satisfaction, and directs department planning and maintenance of parks and facilities in response to those needs.
- Provides leadership to departmental staff, providing vision, direction, growth and effective feedback.
- Develops park and facility maintenance and operational standards.
- Plans, promotes and implements good safety practices.
- Stays abreast of new developments in park and facility maintenance.
- Performs the job safely and in compliance with district policies, procedures, work and safety rules.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

### **OTHER JOB FUNCTIONS**

- Plans, prepares and administers capital improvement and operating budgets.
- Manages contract administration which includes selection and hiring of consultants, monitoring of work progress, and assuring compliance with governmental rules and regulations.
- Directs and monitors grounds maintenance and facility maintenance activities which include the planning and implementing of long range maintenance projects.
- Develops, implements, and reviews plans for the construction of new facilities and parks as well as the renovation of existing facilities to invite technical assistance and ensure maintenance feasibility.
- Documents and improves department and district processes, such as work order systems.
- Guides land acquisition activities for district.
- Reviews development projects for consistency with Park District Master Plan objectives.

- Reviews bids and proposals to make recommendations on awarding of contracts.
- Participates on various district and department teams.
- Develops excellence in internal and external customer satisfaction.
- Attends Parks & Planning Department Meetings.
- Attends Park Board Meetings.
- Works as a member of the Senior Management Team. Attends Management Team Meetings.

#### SPECIAL CONSIDERATIONS

- Subject to both inside and outside environmental conditions.
- Physical agility to maintain mobility from site to site.
- Manual dexterity required for frequent manipulation of trade tools such as but not limited to computer keyboards and drafting equipment.
- Subject to modified/flexible work schedule.

#### MINIMUM QUALIFICATIONS

- Knowledge of planning and development of park and recreation facilities. Skill in landscape architectural design.
- Knowledge of landscaping, turf maintenance, athletic field maintenance, chemical application, plant material, soil preparation, and fertilization.
- Knowledge of plant materials, insects, diseases, herbicides, insecticides, and fungicides.
- Knowledge of grounds maintenance procedures.
- General knowledge of facility maintenance.
- General knowledge of fleet maintenance.
- Skill in analyzing and evaluating policies, procedures, services, and facilities in order to develop recommendations for improvement.
- Skill in annual budget preparation.
- Ability to select from possible alternative methods the method of processing information that leads to the potentially best answer or solution to a problem.
- Ability to generate or conceive new or innovative ideas or solution to a problem.
- Builds and maintains positive working relationship with co-workers, other departments and the public using principles of good customer service.
- Knowledge of technology applications with a means to improving resource allocation.
- Leadership abilities that include employee participation and involvement.
- Ability to work in a team-based environment.
- Effective interpersonal skills.
- Skill in written and verbal communication.
- Ability to think beyond traditional paradigms.
- Ability to learn basic statistical process control skills.
- Good knowledge of pertinent safety precautions.
- Ability to maintain positive and effective working relationships with other employees.

#### EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities may be demonstrated by a Bachelor's Degree in Parks and Recreation Administration, Landscape Architecture or related field, plus five years experience in a general management position involving park maintenance, park planning, and park construction. Any equivalent combination of education and experience may be substituted for the above.

For more information and / or to apply, please visit our website at [www.elkgrovecparks.org](http://www.elkgrovecparks.org)