

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PARKS DEVELOPMENT/FACILITIES PROJECT COORDINATOR

PERSONNEL COMMISSION APPROVAL:	AUGUST 21, 2019
COUNCIL APPROVAL:	SEPTEMBER 3, 2019
JOB CODE:	0903
EMPLOYMENT STATUS:	REGULAR FULL TIME
NIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
EEOC CODE:	PROFESSIONALS

JOB SUMMARY

Under general direction, coordinates, develops, and provides project administration and oversight for a wide variety of park, facility, and landscape projects and programs within the Community Services Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Community Services Manager

EXAMPLES OF ESSENTIAL DUTIES

- Oversees park and recreational facility development projects, including preparation of master plans, entitlements, plans and specifications
- Coordinates construction and alteration activities by conferring with project construction personnel and other stakeholders
- Assists with grant research and administration
- Meets with developers to explain development potential and limitations
- Assists in the preparation and administration of consultant contracts
- Conducts and coordinates special studies and analyses
- Coordinates project specific budgets; prepares estimates of needed materials, supplies and equipment
- Develops and assists in the preparation and evaluation of request for proposals/qualifications including selecting consultants and/or parks construction contractors
- Coordinates with and directs design consultants on the development of conceptual master plans and construction documents

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- Assists in coordination of park projects with other City departments for plan checking, permits and construction clearance
- Monitors and facilitates the progress of projects through various review processes
- Oversees, schedules, assigns, reviews and evaluates the work of contractors, vendors, and consultants
- Represents the Department at various in-house and public meetings
- Performs analyses of pro formas and development proposals
- Evaluates and maintains various records on the status of projects and programs; prepares reports and correspondence related to construction activities and environmental programs
- Prepares agendas, memoranda and reports for required meetings
- Makes presentations to community groups, boards, commissions, committees and/or City Council
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, procedures and processes for planning, implementing, and maintaining a variety of park development and facility projects
- Principles and practices of project management and evaluation, including goal setting, developing objectives, work planning and organization
- Principles, materials and practices used in park construction, renovation and maintenance
- Advanced and current park planning practices
- Principles and practices of facility development and project administration
- Theory, principles and practices of government land use planning

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Ability to:

- Coordinate the implementation of approved recreational facility development projects
- Research, design, prepare and evaluate plans, contracts, and specifications for accuracy and conformance with accepted standards, compliance with appropriate laws, codes, regulations, and community needs
- Manage a variety of projects
- Estimate costs and prepare park and landscape plans
- Communicate clearly, concisely and persuasively both orally and in writing;
- Analyze situations accurately and adopt effective courses of action;
- Establish and maintain effective working relationships with those contacted in the performance of duties, including outside agency personnel, and the public
- Prepare accurate reports and correspondence
- Travel to offsite locations within a reasonable timeframe

Education: A Bachelor's degree from an accredited college or university in Urban Planning, Landscape Architecture, Environmental Science, Park Administration, Public Administration, Business Administration or other related field. Emphasis in Recreation Studies and/or Urban Development is highly desired.

Experience: Three (3) years' professional experience in park development planning and project management, urban open space or land use planning or architectural/landscape design and construction.

License/Certification: Possession of a valid California Class C driver license and an acceptable driving record required by time of appointment and throughout employment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed in an office environment and requires prolonged sitting and occasional prolonged standing, walking, reaching, twisting, turning, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination to operate a personal computer in order to prepare statistical reports and data. Additionally, the position requires near vision in

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reading correspondence and statistical data on the computer.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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