



Salt Lake County Job Description

Associate Division Director - Planning

DEPARTMENT: Community Services

DIVISION: Parks & Recreation/3630

JOB CODE: 052 **GRADE(S):** ~~36018~~

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 10/01/2015

SAFETY SENSITIVE: No

EFFECTIVE DATE: ~~10/1/2015~~

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JOB SUMMARY

Supervises and administers the Parks & Recreation Division's facility planning and development functions of parks, trails, recreation facilities, and golf courses. Prepares and administers the division's annual capital budget and supervise project managers.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Landscape Architecture or other closely related field, plus ~~six (6)~~six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required ~~two (2) years of~~supervisory experience.

Must possess a Landscape Architect Utah State License.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.

- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- ~~Assist the Division Director in overall management of the Parks & Recreation Division, as a member of the division administrative team.~~
- Represents the division/county in meetings with representatives of city, county, state, federal agencies, and with community based groups. Participates in long range planning and implementation of goals for the Parks & Recreation division, as a member of the administrative team.
- Prepares the Parks & Recreation Division master plan. Maintains professional contacts with community groups and other organizations as a representative of the Salt Lake County Parks & Recreation Division.
- ~~Supervise staff including hiring, promoting, orienting, training, assigning work, reviewing work performance, conducting performance appraisals, and disciplining.~~
- Oversees the development and administration of the annual Planning budget. Prepares the annual capital budget for the Parks and Recreation Division including funding requests for park and recreation facility capital improvement and capital maintenance projects.
- Directs and coordinates the planning, design, and construction of annual capital improvement and capital maintenance projects (i.e., parks, trails, recreation centers, golf courses, and swimming pools).
- Determines the need for planning and design consultants to facilitate project development. Prepares the scope of work and criteria for use in hiring consultants through the County's selection process.
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- Hires consultants, supervises their work, and approves their work for final acceptance and payment.
- Identifies land parcels in the county for possible acquisition by the division for recreation purposes. Prepares inter-local government agreements with other jurisdictional entities (cities, state, federal agencies) to facilitate development of parks and recreation facilities.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Advanced knowledge of park, open-space, and landscape planning, design, and construction principles and methods.
- Construction and project management principles and best practices
- Current trends in park and recreation facility development

- Short and long-range planning processes and techniques
- ~~Community and urban planning~~
- Environmental and ecological sustainable landscape design
- Computer applications for planning and design of parks and recreation facilities and systems
- Landscape construction methods, materials, and best practices
- ~~Standard methods, materials, tools, and equipment to produce drawings and specifications~~
- Uniform Building Code, Americans With Disabilities Act, Playground Safety Regulations, etc., and the interpretation and application of these codes and laws
- Plant material: type, species, design application, planting methods
- Irrigation systems: design and installation
- ~~Grading design and land surveying principles~~
- ~~Principles and methods of administration~~
- ~~Public relations~~
- ~~Principles of effective supervision~~
- ~~Program development and evaluation techniques~~
- ~~County-wide policies and procedures~~
- ~~Writing and communication techniques~~
- ~~Organizational development~~
- ~~Budget preparation and management~~
- ~~Strategic planning~~

Skills and Abilities to:

- Work with computer software related to job specific duties
- Consistently exercise high-level discretion and judgment in all responsibilities
- Solve complex difficult problems through critical thinking
- ~~Effectively manage/supervise diverse groups of people to accomplish project goals~~
- ~~Accurately assess the practical and political nuances of each project~~
- ~~Design complex park and recreation facility projects that function well and accomplish the goals of accommodating user needs and optimizing operational efficiency~~
- ~~Coordinate projects with other city, county, state, and federal agencies~~
- Communicate effectively both verbally and in writing
- ~~Manage/supervise planning/design consultants and construction contractors~~
- Perform grading design, slope analysis, and site analysis
- Prepare design drawings, plans, and specifications for construction documents
- Use standard methods, materials, tools, and equipment to produce drawings and specifications
- Do project cost estimating, prepare drawdown schedules of planned expenditures

- ~~Establish, monitor, and control organization and project budgets~~
- ~~Inspect and approve construction work~~
- ~~Give and follow written and verbal instructions~~
- Interact with the public, design professionals, and jurisdictional entities in a professional manner
- Conduct problem solving meetings, public open-houses, and project design and construction meetings
- Inspect construction projects in-progress and approve or disapprove the work
- Conduct research and analysis to problem solve and implement best practices
- Respond effectively and capably in stressful situations
- Perform effectively under the constraints of deadlines
- Act independently
- Develop, interpret, and administer policies and procedures
- Manage the financial aspects of the division
- Supervise effectively
- ~~Develop and interpret written policy, procedures, and regulations~~

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

~~Requires occasional field work; may work in all types of weather. Must walk on rough terrain for long periods of time.~~
~~Position requires good physical condition to spend time on project sites inspecting work in-progress and problem-solving.~~

IMPORTANT INFORMATION REGARDING THIS POSITION

~~May be required to work holidays, nights, and weekends as needed to attend public open houses or presentations. Must have a valid Utah Driver's License.~~

~~Must be able to attend public meetings in the evening, as needed.~~

Revised Date/Consultant's Initials: 11/15/2017 GB44/6/2015, DW