

City of Richmond
Department of Parks, Recreation and Community Facilities

Superintendent of The James River Park
Richmond's Premier Riverfront Asset

SUMMARY DESCRIPTION

Under direction of the Parks Division Manager, oversees and coordinates the administration of the City's James River Park, which is comprised of 19 properties located along the Historic James River in Richmond, VA. Work also includes managing associated undeveloped open spaces. The ideal candidate will have significant experience in coordinating and managing variety environment program activities involved in the day to day management, development and upkeep of the City's Premiere Riverfront Park asset. Work includes performing a variety of professional, administrative, and programmatic work on a daily basis in support of assigned properties. Plans and coordinates with staff park numerous special events, projects and activities involving volunteers and other interested parties. Incumbent will also serve as the park's liaison, by coordinating with Department Administration, to City staff, boards, committees, and outside agencies as necessary.

REPRESENTATIVE DUTIES

- Oversees and coordinates the administration of the City of Richmond's James River Park System and associated undeveloped open spaces. Establishes and manages park property management plans; coordinates the required resources necessary to administer and maintain "plantscape/landscape/viewshed zones" within the park; establishes and manages contracts with service provides to provide the required level of maintenance and/or services to maintain the property's assets. .
- Assists the Park Operations Division Manager in the development and administration of the park capital improvements, plans, programs and coordinates a variety of recreational and environmental learning activities; seeks out creative methods to develop new programs, activities, parks and facilities in the park.

- Assumes responsibility for the administration of assigned environmental mitigation projects; manages the maintenance and monitoring of assigned environmental mitigation areas.
- Organizes and implements schedules and methods for providing assigned services and activities and other related programs; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the preparation and administration of assigned budgets including the annual Division budget and the development capital improvement budget; submits budget recommendations; monitors expenditures; tracks use of funds in all project areas in an appropriate fashion.
- Works with City Grant Coordinators and Department Administration to prepare grants for park projects.
- Development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors staff work activities to ensure compliance with established policies and procedures.
- Conducts and monitors programs and activities. Reviews performance of program staff; recommends and implements modifications to programs as necessary.
- Maintains full and complete records and prepares reports in a timely fashion concerning new or ongoing programs and activities as well as program effectiveness.
- Serves as liaison to, provides support to, and coordinates assigned program activities with those of other City departments and staff as well as other agencies, community organizations, the general public, and other groups; meet with homeowner groups; answer inquiries from homeowners, contractors, developers, and consultants.

- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Significant experience in the principles, practices, and methods of Public Park and open space administration.
- Significant experience in Environmental principles of park management and public program management as well as project management.
- Maintenance, construction, and repair methods used at parks and recreational facilities.
- Principles and practices of customer service.
- Operations, services, and activities of a park and open space manager.
- Principles and practices of public environmental and recreational/nature educational program development and implementation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Understanding and knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge and ability to use grounds keeping equipment such as riding mowers, blowers, chain saws, trimmers, etc.
- Knowledge of simple office equipment including computers.

Ability to:

- Coordinate and direct a park maintenance staff to complete daily maintenance routines.
- Coordinate and direct the development, and maintenance of park trails, recreational facilities, and open spaces.
- Recommend and implement goals, objectives, policies, and procedures for providing assigned services and activities.

- Understand the organization and operation of the City and the Department of Parks, Recreation and Community Facilities as well as outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Conduct public recreational/educational/environmental programs.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands:

- While performing the duties of this job, the employee is frequently required to walk on uneven ground, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Typical Duties:

- Perform high level administrative work in support of matters related to City park, open space and preserves;
- Plan, direct and participate in park acquisition and park development activities; coordinate activities with those of other City departments and offices, as well as outside agencies;
- Serve as technical staff person for the Department, and assist in the overall planning and coordination of park policies and procedures; work with community and neighborhood groups and individuals in park enhancement and management;
- Prepare reports and make recommendations for procedural and policy improvements where appropriate; prepare and administer the James River Park and Open Space Unit;
- Budget; plan, organize and direct the work of subordinates engaged in maintaining park grounds and maintaining recreational facilities;
- Prepare and maintain park records; explain, interpret appropriate laws, ordinances and regulations;
- Prepare various grant applications and administer grant requirements related thereto;
- Supervise, train and evaluate assigned staff; perform related assignments as necessary.

Education and Experience:

A minimum of a Bachelors degree in parks and recreation or a related field and 5 years of professional full-time park manager or assistant park manager experience of a large local government, regional or national park, or Masters degree or higher and 4 years of professional full-time park manager or assistant park manager experience of a large local government, regional, or national park.

A current Certified Park and Recreation Professional (CPRP) certification is preferred.

Incumbent must have valid VA license within 6 months of hire and a CDL is preferred.

VA Certified Applicator License is preferred.