



Employment Opportunity

Park Development Manager- Department of Recreation and Parks

\$50,108 annual salary (Grade C12)

40 hour *exempt* position with a full benefit package

Apply By: Wednesday, February 5, 2020 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Provide professional project management for park and trail capital projects in the Community Investment Plan in collaboration with recreation councils and municipalities to ensure project objectives are accomplished within scheduled funding and contractual parameters, consistent with long range planning of County parks and related recreational facilities.

ESSENTIAL TASKS may include the following; other duties may be assigned.

1. Plan, develop and manage park development activities including landscape/architecture design and department capital improvement program
2. Manage park development capital budget preparation and administration; prepare cost estimates for budget recommendations; oversee procurement process; monitor and control expenditures
3. Manage review of parks, related facilities and development of open space
4. Perform project management responsibilities, including the coordination and direction of outside consultants and contractors
5. Oversee grant administration, monitor submittals, expenditures and audits related to park and trail design, construction and development
6. Review and approve design and construction plans that affect the department
7. Coordinate and implement major facility design and construction; prepare and monitor movement of projects through outside agency approval and review process
8. Research and prepare technical and administrative reports; prepare written correspondence
9. Oversee the plan review of parks and related facilities and determine appropriate use of in-house staff versus outside consultants/contractors
10. Inspect and/or supervise park construction to ensure that projects are completed to standards and ensure consistency with master plan
11. Monitor construction schedule and cost controls in park and related projects
12. Administer Program Open Space funds for Carroll County and municipalities including submission of Annual Program, project applications and reimbursements
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Degree in landscape architecture, park planning, construction management or a related field
2. Experience with park/trail design, development and construction management
3. Experience with grant writing and administration

* A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

Apply on-line: www.carrollcountymd.gov

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 1/15/2020
(20-84)

Carroll County is an equal opportunity employer