

## **CLASS TITLE: RESOURCES & FACILITIES COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction performs administrative work in directing and coordinating the land use planning and research for capital improvement programs for City parks and facilities; responsible for directing and supervising the activities of the automated real property inventory and asset management systems and GIS mapping systems, and other related assigned duties.

### **ESSENTIAL TASKS:**

- Directs the development of the department's long-range capital improvement plan
- Directs the development of the department's strategic master plan
- Develops realistic future costs for projects, conducting cost benefit analyses
- Coordinates planning and capital improvements with other departments
- Coordinates park planning and capital improvements with various user/agencies/citizen groups
- Coordinates citizen involvement in capital planning
- Coordinates land acquisition projects
- Responsible for professional design contract administration for capital improvement projects and land acquisition
- Manages projects requiring coordination with other governmental units
- Coordinates and develops the market/focus group management/support efforts of the department
- Provides technical and administrative support for public information development/support efforts
- Reviews construction project plans and specifications for quality and compliance
- Directs the development, design, drafting and planning of park lands and facilities
- Administers contracts and ensures timeliness of services
- Negotiates with design professionals and other consultants regarding contracts
- Maintains and audits real property inventory, management database, GIS, mapping and associated records
- Ensures compliance with City policies and federal regulations related to park facilities development
- Maintains various databases and files related to fixed assets and real property
- Researches real estate records and resolves ownership and boundary matters
- Provides technical assistance to agencies, groups, individuals and other City departments and entities relating to park land and facilities
- Formulates and directs the use of "experts" team formulation and implementation for "benchmarking" and "best practices" analysis in park system operations, maintenance and facility design
- Coordinates the preparation of federal grant applications
- Administers and coordinates monthly, quarterly and annual audits of capital project expenditures
- Assists in developing a financial plan and budget for assigned area
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in urban planning, park/public/business administration, landscape architecture, architecture or closely related field, and six (6) years of progressively responsible experience in the development, planning and designing of parks and facilities; or a master's degree in urban planning, park/public/business administration, landscape architecture, architecture or a closely related field, and three (3) years progressively responsible experience in the development, planning and designing of parks and facilities; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the public health and welfare as it relates to park land/facilities development, including understanding the natural resources and interdependence of the environmental process; knowledge of ecological functions and environmental relationships as part of the park development process; knowledge of specific products, materials, technologies and techniques that provide sustainable development and landscape generation; considerable knowledge of the principals

of real property management and administration; considerable knowledge of the principals of computer systems for financial analysis and cost tracking such as EXCEL and FOXPRO; and good knowledge of the principals of computer assisted design and drafting systems such as AUTOCADD. Ability to plan, coordinate and implement short and long-range goals for park construction and improvement; ability to coordinate and supervise the work of employees engaged in park design, planning and construction; ability to develop and evaluate the planning needs of parks and facilities; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying and pushing up to 50 pounds; occasional pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, and climbing; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Registration as an Architect, Landscape Architect, or Certified Planner a plus; and possession of a valid Class "D" Oklahoma Operator's License.

**WORKING ENVIRONMENT:** Working environment is indoors in an office setting.

**Class Code: 1026**

**EEO Code: E-01**

**Pay Code: EX-44**

**Group: Cultural, Legal and Sciences**

**Series: Parks and Recreation Management**

**Effective date: January 22, 2008**