



City of Mountain View (CA) Parks Project Coordinator

SALARY	\$4,758.46 - \$6,437.92 Biweekly \$10,310.00 - \$13,948.83 Monthly \$123,719.96 - \$167,385.92 Annually	LOCATION	Municipal Operations
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	202400094	DEPARTMENT	Community Services Department
DIVISION	Community ServicesAdministration	OPENING DATE	07/25/2025
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT	EGLE		

What's the Role and What You'll Do



The City of Mountain View is looking for a **collaborative** and **detail-oriented Parks Project Coordinator** to join our **Community Services Department**! In this **dynamic role**, you'll play a **vital part** in shaping the City's parks and recreation spaces by **coordinating capital improvement** and **special projects**, from **planning and design** through **construction and community engagement**. You'll represent the interests of the **Community Services Department** and **residents** in projects that enhance **parks, open spaces, and community facilities** across the city.

The City of Mountain View's **Community Services Department** is dedicated to: **Building Community. Enriching Lives.** We manage and enhance a broad range of public amenities, including vibrant parks, urban forest initiatives, the Shoreline Recreation Area, and the Center for the Performing Arts. **Learn more about us [here](#).** If you are **passionate** about **parks planning, public service, and cross-departmental teamwork**, this is your chance to **make a lasting impact** in a community committed to **environmental resilience, equity, and vibrant public spaces**. Review our detailed job description [here](#).

***Note:** Parks Project Coordinator is a working title for the classification Community Services Project Administrator.*

What You'll Do:

- Serve as the key Community Services Department contact on capital projects and represent department interests throughout planning, design and construction phases.
- Coordinate community engagement efforts, including public meetings, stakeholder outreach, and surveys.
- Review design documents and provide input to ensure projects meet department goals, facility needs, and community expectations.
- Assist in developing project budgets, manage contracts and monitor progress on scope, schedule and spending.
- Collaborate closely with Public Works, Community Development, consultants and community groups.
- Track project milestones, conduct on-site inspections and communicate updates to internal stakeholders.
- Review park land dedication proposals from developers and provide department feedback.

The Essentials

Minimum Qualifications

- Education equivalent to an associate's degree from an accredited college or university with major course work in urban or regional planning, environmental design, landscape architecture, construction design and/or management, horticulture, or a related field.
- Two years of related work experience in project management, park/facility development planning, or open space planning.
- Valid California Class C driver's license.

Bonus Points:

- A bachelor's degree in urban or regional planning, environmental design, landscape architecture, construction management, or a closely related field is highly desirable.
- Relevant public sector experience.

Are We a Match?

- You are **experienced** managing design and construction projects in parks, recreation, or public facilities.
- You are an **excellent communicator**, both in writing and in person, with the **ability to collaborate** across teams and with the public.
- You are **organized, proactive** and able to **manage multiple priorities** while meeting deadlines.
- You **care about parks, public spaces** and **serving your community** through high-quality, visible projects.
- You are a **clear, strategic thinker** with strong **project management skills**.

Apply Now

Submit your application and resume online at [governmentjobs.com](https://www.governmentjobs.com) or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a new application review date of **Friday, August 29, 2025, at 5:00 pm (PST)**. **Applications received by this date will be prioritized. Qualified candidates are encouraged to apply early, as this recruitment may close at any time.**

Candidates with the most relevant qualifications will be invited to the following process:

- Oral Board Interview Panel (weighted 100%) via video conference (Zoom).

- In-person Department Interview – Select candidates who pass the oral board interview may be invited to meet with staff from the Community Services Department for a more in-depth discussion regarding the position and their qualifications.

Depending on the number of applicants, this process may be altered.

Fine Print. The annual salary range is \$123,719.96 - \$167,385.92 with a control point of \$145,552.94. Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification, Department of Justice (DOJ) and FBI fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Note: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>

Parks Project Coordinator Supplemental Questionnaire

*QUESTION 1

Section 1: What is your highest level of education completed?

- ☐ High school diploma or equivalent
- ☐ Some college or trade school
- ☐ Associate's degree or equivalent
- ☐ Bachelor's degree or higher
- ☐ None of the above

*QUESTION 2

How many years of work experience do you possess in project management, park/facility development planning, or open space planning?

- ☐ No experience
- ☐ Less than 1 year
- ☐ 1 to 2 years
- ☐ 2 to 3 years

- ☐ 3 to 4 years
- ☐ 4 or more years

***QUESTION 3**

Do you have experience working for a government agency, city, or public sector organization on park-related projects or initiatives (e.g., parks planning, development, maintenance, facilities or capital improvements)?

- ☐ No experience
- ☐ Less than 1 year
- ☐ 1 to 2 years
- ☐ 2 to 3 years
- ☐ 3 to 4 years
- ☐ 4 or more years

***QUESTION 4**

Do you possess a bachelor's degree in urban or regional planning, environmental design, landscape architecture, construction management, or a closely related field?

- ☐ Yes
- ☐ No

***QUESTION 5**

Do you have a valid California Driver's License or the ability to obtain one by date of hire?

- ☐ Yes
- ☐ No

***QUESTION 6**

Section 2: (Rate your experience and confidence in each area below.) Coordinating cross-departmental project work and supporting project timelines and logistics.

- ☐ 0 – No experience
- ☐ 1 – Limited experience
- ☐ 2 – Moderate experience with coordination duties
- ☐ 3 – Extensive experience managing logistics across departments

***QUESTION 7**

Reviewing or contributing to construction drawings, site plans or design documents.

- ☐ 0 – No experience
- ☐ 1 – Limited familiarity
- ☐ 2 – Reviewed or contributed to several projects
- ☐ 3 – Extensive experience reviewing and influencing designs

***QUESTION 8**

Communicating with contractors, staff, and community members on project-related issues.

- ☐ 0 – No experience
- ☐ 1 – Some interaction

- ☐ 2 – Regularly involved in project communications
- ☐ 3 – Comfortable leading complex stakeholder discussions

***QUESTION 9**

Preparing reports or documentation to track progress on scope, schedule or budget.

- ☐ 0 – No experience
- ☐ 1 – Limited experience
- ☐ 2 – Regularly prepare project updates or reports
- ☐ 3 – Strong track record of tracking and reporting project performance

***QUESTION 10**

Supporting or managing project budgets, procurement processes or vendor contracts.

- ☐ 0 – No experience
- ☐ 1 – Some familiarity
- ☐ 2 – Hands-on experience with budgeting or contracting
- ☐ 3 – Strong experience managing contracts and finances

***QUESTION 11**

Preparing, reviewing or providing feedback on Requests for Proposals (RFPs) or consultant/vendor proposals.

- ☐ 0 – No experience
- ☐ 1 – Limited involvement
- ☐ 2 – Contributed feedback or supported proposal evaluation
- ☐ 3 – Led or played a key role in RFP preparation and selection process

***QUESTION 12**

Section 3: Describe a time when you coordinated with internal teams (e.g., Public Works, Community Development, Planning, etc.) and/or outside stakeholders to move a project forward. What was the project, and how did you manage roles, input or conflicts? If none, type N/A.

***QUESTION 13**

Tell us about a time you supported or led a park or public improvement project. What was your role, and what steps did you take to keep the project on schedule and aligned with community or department goals? If none, type N/A.

*** Required Question**