COSUMNES COMMUNITY SERVICES DISTRICT invites applications for the position of:

Project Manager- Park Operations

SALARY: $73,812.00 - $98,904.00 Annually
OPENING DATE: 11/03/17
CLOSING DATE: 11/29/17 04:30 PM

DESCRIPTION:

The Cosumnes Community Services District is seeking a qualified individual for the position of Project Manager in the Park Operations Division. The ideal candidate will be an individual who has the ability to prepare public bid project documents, interpret contract document and have civil, irrigation and construction experience.

Under general direction, coordinates, and oversees the planning, development, environmental review, design and construction of multiple District capital including facility improvement projects; performs contract administration, project management, and coordinates activities with various outside agencies, contractors, municipalities, and other District departments; provides highly responsible and complex professional and technical assistance to the Parks Superintendent; and performs related work as required.

DUTIES AND RESPONSIBILITIES:

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

- Assumes responsibility for the project management and construction of multiple District capital and/or improvement projects. Reviews and approves plans and specifications for assigned projects; prepares and reviews feasibility studies and agreements with developers and other agencies; ensures that projects meet District rules, regulations, policies, guidelines and specifications.
- Administers all phases of capital projects, including development of requests for proposal, selection of consultants, cost estimates, project bidding, and contractor/project management successfully through completion.
- Negotiates and administers contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Ensures compliance with Federal, State, County and local codes and applicable legislation and regulations.
- Manages and participates in the development and administration of the budgets for assigned projects.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of facility upgrade and replacement projects.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating activities; provides information regarding District development requirements.
- Prepares, reviews and completes various reports, correspondence and other written materials, including Board of Directors agenda reports, monthly and annual reports for the General
Manager, Parks Administrator, and Parks Superintendent; assists in assembling a variety of complex information and statistical data for the presentation of reports; assembles and prepares charts, maps, slides, photographs, and other visual aides.

- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations and procedures; answers questions and resolves concerns.
- Responds to and resolves various issues with the public, other department representatives, and outside agencies.
- Serves as a liaison for the Parks Operations Division with other District departments, divisions, and outside agencies, such as regulatory agencies, governmental bodies, planning agencies, trade and professional associations and technical groups; attends meetings, as necessary; provides staff support to commissions, committees and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides staff assistance to the Parks Superintendent; prepares and presents staff reports and other necessary correspondence.
- Receives, investigates, and responds to problems and complaints from the public in a professional manner; identifies and reports findings and takes necessary corrective action.
- Researches, develops and originates grant and loan applications; administers District-wide grants and loans; ensures that funding requirements are met; maintains good relationships with representatives of State and Federal funding agencies, foundations, corporations and other relevant organizations.
- Provides space planning design and administers installation and/or modification direction as needed.
- Performs other duties as assigned.

QUALIFICATIONS:

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:

Education and Training:

- Equivalent to graduation from an two-year college or university with major coursework in business administration, construction management.

Experience:

- Five (5) years of capital improvement project and contract management.

Special Requirements:

- Valid California class C driver's license with satisfactory driving record.

Knowledge of:

- Principles and practices of public agency budget development, administration and accountability.
- Basic principles and practices of employee supervision.
- Principles and practices of project management applied to the planning, design, cost estimating, construction, installation, and inspection of a variety of park and recreation capital improvement projects.
- Contract management principles and practices in a public agency setting.
- Applicable Federal, State, and local laws, codes, regulations, and procedures.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of a Parks and Recreation District.
- Principles and procedures of report writing, record keeping and general business correspondence.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
• Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
• Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

• Plan, organize and direct effective capital improvement projects on time and within budget.
• Interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
• Provide supervision, training, and work planning for staff.
• Evaluate and develop improvements in operations, procedures, policies, or methods.
• Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
• Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
• Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations and ordinances.
• Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
• Establish and maintain a variety of filing, record-keeping, and tracking systems.
• Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
• Operate modern office equipment including computer equipment and specialized software applications programs.
• Use English effectively to communicate in person, over the telephone and in writing.
• Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
• Establish and maintain effective working relationships with those contacted in the course of the work.

This is a single-incumbent classification that organizes and oversees a wide variety of activities and is responsible for providing project support in construction activities. Successful performance of the work requires a background in construction management and contract administration as well as skill in coordinating assigned work with that of other District departments and outside agencies. This class is distinguished from the Facilities Manager and Parks Maintenance Manager classes in that the latter two have management responsibility for all functions and activities of a major unit within the Parks and Recreation Department.

SUPPLEMENTAL INFORMATION:

THE PROCESS

Application Review- Applications will be reviewed for possession of minimum qualifications and evaluated according to the essential functions of the job, and other needs of the position. All applicants will be notified as to the status of their application after review of all applications has been completed.

First Oral Panel Interview- The most qualified candidates from the review may be invited to participate in an Oral Panel Interview tentatively scheduled for December 13, 2017.

Second Oral Panel Interview- The most qualified candidates from the First Panel Interview may be invited to participate in the second Oral Panel Interview tentatively scheduled December 20, 2017.

Conditional Offer Procedures- Candidates selected from the process may receive a conditional offer of employment contingent upon the successful completion of the following:

• BACKGROUND CHECK: A State of California, Department of Justice criminal background check;
• DRIVING RECORD: A State of California, DMV driving record printout will be required.

Appointment Procedures- Upon successful completion of the background check, candidates must complete the following before final appointment:
**MEDICAL:** A clear drug screening will be required. Full-time employees receive generous medical, dental, life, disability and vision benefits.

**Probationary Period:** A probationary period of one (1) year is the final phase of the selection process.

**Benefits For Full-Time Employees**

- Full-time employees receive generous medical, dental, life, disability and vision benefits.
- The District participates in the California Public Employees Retirement System (CalPERS). New members in CalPERS will receive a retirement formula of 2% at 62. Applicants who meet the requirements for a “classic member” will receive retirement formula of 2% at 55.
- All employees of the District participate in the Medicare portion of Social Security.
- Full-time employees receive generous vacation, holiday, and sick leave allowances.

**RIGHT TO WORK VERIFICATION**

Documentation verifying candidate's legal right to work in the United States will be required and shall be presented upon hire.

**ABOUT THE CSD**

The Cosumnes Community Services District (CSD) serves an estimated 169,000 south Sacramento County residents in a 157-square mile area. Its award-winning parks and recreation services – including the operation of more than 94 parks – operate exclusively within the Elk Grove area of the District. The CSD provides fire protection and emergency medical services throughout the District, including the cities of Elk Grove and Galt and unincorporated areas of south Sacramento County.

**THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS ANNOUNCEMENT MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

_Cosumnes CSD is an equal opportunity employer. It is our policy to provide equal employment opportunities to qualified individuals without discrimination on the basis of race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetics, covered veteran/military status, marital status or any other status protected by federal or state law._

APPLICATIONS MAY BE FILED ONLINE AT:

_www.yourcsd.com_

9355 E Stockton Blvd
Suite 185
Elk Grove, CA 95624
9164055300
9164055600

humanresources@yourcsd.com

**Project Manager- Park Operations Supplemental Questionnaire**

* 1. Please describe your experience managing the following types of projects: a. Concrete sidewalk and/or flatwork installations b. Parking lot sealing and striping c. Recreational areas (e.g. new parks, playgrounds, sportfields etc.) d. Landscaping (new and renovations) e. Facility improvements

* 2. Please describe the types of tools, including the use of technology, you have utilized to manage projects.

* 3. Please describe your experience creating project related documents, including RFP and RFQ.
4. Please describe your experience with public bids and interpreting contract documents.

5. I understand that only a complete and accurate application will be considered. I have included all current and previous work history and education. Additionally, I understand that the supplemental question is considered part of my official application. By checking "yes," I certify that I understand and have followed the application instructions.

☐ Yes  ☐ No

6. The application and supplemental questionnaire must be completed fully. Incomplete applications or supplemental questionnaire will be grounds for rejection and cannot be revised after submission. Resumes may be attached but do not put "see resume" on application. All statements made on the application are subject to investigation and verification. False statements will be cause for disqualification, or discharge from employment. By checking "yes," I certify that I understand and have followed the application instructions.

☐ Yes  ☐ No

* Required Question