



RESOURCE STEWARDSHIP SUPERINTENDENT

Department: Parks and Recreation
Job Class #: 565100
Pay Range: Executive 05

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

The Resource Stewardship Superintendent provides senior level management and leadership for one of 4 divisions within Pierce County Parks and Recreation Services. The Superintendent is responsible for the management, supervision and strategic development of 6 program areas: planning and policy development, capital programming and construction, grant writing, real estate maintenance, property management and stewardship of open space and natural areas; and, development and administration of the County's Conservation Futures program. The position provides leadership, development and training to division staff. The Resource Stewardship Superintendent is a member of the executive management team and coordinates with the Park Director on a wide variety of department policy, budget, and operational issues. The Superintendent also coordinates and works with public interest groups, Parks Board, Planning Commission, cities and park districts on a variety of park system development issues. The Resource Stewardship Superintendent is the primary department contact with local elected officials, the County Council and the County Executive's office on resource stewardship issues and projects. In the absence of the Parks and Recreation Director, the Superintendent may serve as Acting Director.

ESSENTIAL FUNCTIONS:

- Oversee, administer and provide leadership in department planning, property management and capital improvements for the park and open space system.
- Provide direction for long term management and improvement of the park and open space system; work with Director and executive team on strategic development planning.
- Manage, supervise and coordinate activities of the department division; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Provide leadership for establishing effective communication with other county departments, outside agencies, cities, park districts and the public.
- Oversee preparation and development of staff reports and ordinances/resolutions to the County Executive and Council.
- Oversight and managements of capital construction progress and expenditures. Serve as a liaison to other departments, agencies, business and community groups, and other stakeholders.
- Manage the submission of all local, state and federal environmental documents and permit applications.
- Oversee a variety of professional level work in managing the planning, designing, permitting and construction of park, open space and recreation facilities.
- Provide support services to the Parks Department for all park renovation and repair projects including the Planned Maintenance Program as needed.
- Oversee, administer, and develop a budget for the department's Capital Improvement Program.
- Manages the development and submission of grant applications.
- Manage division staff including park planners, property specialists, foresters and project managers.
- Supervise the management of contracts with outside vendors including consultants, architects, construction contractors, etc.
- Develop analytical reports for monitoring and reporting work load, capital projects and Conservation Futures effectiveness and administration.

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- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences. (from agreed upon language in master)
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the county, department, division and individual work groups.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Resource Stewardship Superintendent reports to the Director of Parks and Recreation and works as a team member consulting with the Superintendent of Parks, Recreation Superintendent and Superintendent of Administrative Services. Work is performed with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the Director for thoroughness, timeliness and compliance with regulations, policies and procedures. The position may act as Superintendent of Parks, Recreation Superintendent or Superintendent of Administrative Services in their absence. The position may act as Director of Parks and Recreation Services in the Director's absence. The position will represent the director with Executive Management, other County Department and the Pierce County community. This position has full supervisory responsibility for assigned staff.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Resource Stewardship Superintendent works in an office environment and out in the field at various construction sites or contractor or agency offices. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours is required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site is required.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Considerable working knowledge of planning, environmental, engineering and development standards as they relate to parks, land use and resource management issues.
- Knowledge of the methods and procedures involved in budget preparation, justification and control.
- Thorough knowledge of general planning principles, theories and practice, and the socio-economic implications of planning.
- Extensive knowledge and ability applicable to a wide range of duties in one or more specific planning areas, i.e., parks, land use, planning, environmental analysis, or resource management.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Ability to carry out the policy directives of the Director in an effective and timely manner.
- Ability to oversee and review environmental documents, resource plans, and park planning documents.
- Ability to train, and assist planners and project managers and other subordinate staff
- Ability to educate and assist staff executing park development and resource management projects.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Education: Any combination or equivalent of: A bachelor's degree in parks & recreation; business; public administration; landscape architecture; forestry; environmental science, engineering; planning and development, or other related field.

Experience: Any combination or equivalent of six years of progressively responsible experience in construction project management, planning, or Parks & Recreation Management at a senior level. Must have at least four years of supervisory experience.

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SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Candidates must have an understanding of Applied Geographic Information System Technology (GIS). Skills associated with the development of Parks and Recreation Open Space plan and implementation of a Parks Capital Budget program are desirable. Professional engineering, project management license is desirable. A valid Washington State driver's license may be required when travel is required of the position. Successful completion of a Pierce County background investigation is required prior to employment.