



CITY OF CARLSBAD
invites applications for the position of:

Parks Services Manager

SALARY: \$108,429.00 - \$157,124.00 Annually

OPENING DATE: 12/23/21

CLOSING DATE: Continuous

THE POSITION:

A world class City is seeking world class talent.

The Community: This nearly 40 square mile City is ideally situated in north San Diego County with an approximate population of 115,000. It offers a great climate, beautiful beaches, lagoons and abundant natural open space. World class resorts, family attractions, well-planned neighborhoods, a diverse business sector and a charming village atmosphere combine to create the ideal California experience.

The Branch: The Community Services Branch is responsible for providing general strategic and administrative direction for the Parks & Recreation, Community Development, Housing & Homeless Services, Library & Cultural Arts Departments, and Real Estate Division.

The Department: The Parks & Recreation Department of the Community Services Branch provides leadership, planning, and administrative services to help develop and sustain quality parks and recreation programs. The Department offers a wide range of programs and services for youth and adult sports, instructional classes, camps, aquatics, preschool, teens, seniors and special events. The Department operates and maintains four community centers, a senior center, two aquatic centers, two historic sites, 13 community parks/school fields, two dog parks, two skate parks, 27 special use areas/parks, 12 facility landscapes, 10 beach accesses, 47 miles of trails, 685 acres of habitat preserves and open space, all city-wide street trees, 68 acres of street median planters and nine acres of street parkways. In addition, the Department administers the management and operations agreement for The Crossings at Carlsbad, an 18-hole championship municipal golf course and event facility. The Crossings at Carlsbad is a 6,835 yard par 72 municipal golf course that includes a clubhouse complete with a golf shop, player's lounge, banquet facilities, spacious fireplace-lit dining room, full-service kitchen, outdoor deck with ocean views and three miles of hiking trails.

The Position: The ideal candidate is a self-motivated, high performer who is responsible to plan, organize and direct the activities of the Parks Division of the Parks & Recreation Department, which includes coordinating activities with other departments, governmental agencies, and other outside organizations; as well as providing coaching, strategic-thinking, technical and administrative staff support. This position supervises both the management level and represented employees to coordinate the work activities of the Division. The Division is currently comprised of a Parks Planning/Development & Preserves Management Section, as well as a Parks/Trees Maintenance Section.

He/she must be a creative and solution-oriented professional that will uphold high standards, help customers to navigate processes and ensure good experiences and excellent service levels to all project stakeholders.

This is a single incumbent position, reporting directly to the Parks & Recreation Director, and sitting on the Parks & Recreation Leadership Team. Under the general strategic and administrative direction of the Director: Develop and manage plans, policies, projects and funding programs; lead, plan, organize,

coach, direct and coordinate the city's Parks Division staff and programs. Perform highly responsible and complex professional administrative work, and perform related responsibilities as required.

Salary Information:

Midpoint target for this position is \$132,776

Recruitment Schedule:

This posting will have a first review cut-off of January 30, 2022.

Oral board interviews are tentatively scheduled for February 10th.

Vaccination Requirement for Candidates Seeking Employment

The City of Carlsbad requires all candidates for city employment to be fully vaccinated for COVID-19, including variants, prior to being employed by the city, subject to limited exceptions. Candidates seeking city employment will be required to: (1) be fully vaccinated, or have had their first vaccine shot (with the second shot scheduled) and (2) submit proof of vaccination prior to their start date, unless a request for a reasonable medical, disability or religious accommodation has been approved. Acceptable proof of vaccination includes:

- CDC COVID-19 vaccination record card
- Documentation of vaccination from a health care provider
- Personal Digital COVID-19 Vaccine Card obtained by visiting: cdph.ca.gov

KEY RESPONSIBILITIES:

Plan, organize, and direct work, contracts and programs associated with the Parks Division.

Coordinate open space and natural preserve activities including site analysis, habitat restoration, trail use, and resource management.

Assign work activities, projects and programs; monitor work flow to evaluate program measures and their impacts on parks, preserves and open space.

Conduct special studies and prepare comprehensive reports to the public, the Beach Preservation Commission, the Parks & Recreation Commission, the City Council, and other interest groups, on Parks Division activities.

Develop goals, objectives, policies and priorities for the Parks Division.

Prepare, administer and monitor the operating budgets for assigned programs.

Oversee large scale, complex request for proposals and the selection of architects, consultants, contractors, and operators.

Review landscape design and layout work, such as grading, building, irrigation, and planting plans for parks and recreation areas.

Inspect and review the work of subordinates/contractors and oversee the installation of various landscape features.

Coordinate the procurement and replacement of vehicles and equipment used in above maintenance work.

Assist in the enforcement of city ordinances governing the safe and proper use of parks & recreation areas.

Respond to citizen complaints and requests for information.

Initiate, review and approve requisitions and expenditures for purchase of materials and supplies.

Review and recommend fees, approve labor estimates and materials costs for work to be performed.

Maintain records of work performed, staff/contractor hours allocated, and supplies used.

Attend meetings and provide information on Parks Division activities.

Coordinate division activities with other city departments and divisions, and with outside agencies.

Participate in capital improvement program budget preparation, administration, and monitoring.

Hire, manage, train, and evaluate subordinate managers and association staff.

Serve as Parks & Recreation Director as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and best practices in landscape management, modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, irrigating, fertilizing, and trimming of trees, shrubs, flowers and lawns.
- Project management.
- Plant pests and diseases, and the methods for their control and eradication.
- Basic construction and repair methods, including carpentry, pipe fitting, painting, and concrete.
- Safe work practices and corresponding legislative mandates.
- Storm water pollution prevention practices and corresponding legislative mandates.
- Record-keeping and reporting procedures.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Prepare and administer division budgets and grants.
- Work collaboratively with a broad array of state and local officials and other stakeholders.
- Communicate clearly and concisely, orally and in writing.
- Plan, assign, and manage subordinate management staff in the performance of park maintenance, park planning and open space monitoring activities.
- Maintain proper records and prepare accurate reports.
- Read and interpret construction plans and specifications.

EXPERIENCE & EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree in Public Administration, Botany, Horticulture, Ecology, Environmental Planning, Natural Resource Management or a related field.

Five to seven years of management experience in parks and recreation facilities design, construction, maintenance and enhancement,

Specialized training in landscape and building construction, maintenance, and repair, supplemented by open space/preserves planning, monitoring and administration.

City of Carlsbad is an equal opportunity employer

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/carlsbad>

Position #00962
PARKS SERVICES MANAGER
CC

OUR OFFICE IS LOCATED AT:
1635 Faraday Ave.
Carlsbad, CA 92008
760-602-2440
hr@carlsbadca.gov
