

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Parks and Open Space Manager	<b>Job Family:</b> 3
<b>General Classification:</b> Management	<b>Job Grade:</b> 38

**Definition:** To plan, organize, direct, and coordinate the activities of the Parks and Open Space Division, including park planning, design, playground safety inspections, and site maintenance of Stevens Creek, Hetch Hetchy, and Permanente Creek Trails, Shoreline at Mountain View, give Fire stations, Police/Fire Administration, Senior Center, Teen Center, and Learning Links; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Assistant Community Services Director.

**Distinguishing Characteristics:** This single-class position receives general direction from the Community Services Director or Assistant Community Services Director. Exercises direct and indirect supervision over assigned clerical, technical, professional, and supervisory personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of departmental goals, objectives, policies, and procedures.
2. Organizes and manages the personnel, facilities, and other resources of the division, including setting and evaluating divisional objectives, policies, and procedures.
3. Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations.
4. Assures fiscal soundness of the division by developing, justifying, and administering division budget, including analyzing expenses and setting rates and fees; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
5. Represents the division at professional, community, and advisory committees and organizations; provides staff support as necessary.
6. Ensures departmental consistency as it relates to work practices, program procedures and guidelines, and resource allocation.

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7. Analyzes and prepares reports for City Council and attends meetings as necessary.
8. Prepares complex written reports and documents.
9. Directs, oversees, and participates in the development of the division's work plan; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
10. Enforces ordinances, codes, and City regulations related to open space development and parks services.
11. Develops and manages a variety of grants, contracts, and agreements related to park activities.
12. Performs other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of park and open space planning and operations; principles and practices of park policy development and implementation; principles and practices of operational analysis, business correspondence, and report writing; pertinent local, State, and Federal laws, rules, and regulations; operating and capital budgeting procedures and techniques as related to the City of Mountain View; principles and practices of supervision, training, and personnel management.

Ability to: Organize, direct, and implement a comprehensive Parks and Open Space Services program; prepare and administer both a capital and operating budget; effectively supervise, train, and evaluate personnel; develop concise recommendations; prepare complex reports and make effective public presentations; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate applicable computer hardware and software applications.

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**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible experience in park/open space or forestry maintenance/operations, including at least two years at the supervisory level; equivalent to a bachelor's degree from an accredited college or university with major course work in park and open space management or a related field.

**Required Licenses or Certificates:** Possession of a valid California Driver License.

Established: October 1991

Revised: April 2019

HRD/CLASS SPECS

Parks and Open Space Manager