

OPEN SPACE ADVISORY COMMITTEE STAFF REPORT

MEETING DATE: August 18, 2014

AGENDA ITEM NUMBER: 3B

STAFF: Roger Moellendorf, Parks & Recreation Director

REQUEST: **For Possible Action:** To recommend to the Board of Supervisors filling the soon to be vacant position of the Open Space Administrator.

GENERAL DISCUSSION: Juan Guzman is retiring after serving as the city's first and only Open Space Administrator. Mr. Guzman's last working day is September 4, 2014. Mr. Guzman did an admirable job supervising the Open Space Program for the past 14.5 years and was very successful along with the Open Space Advisory Committee in establishing the program and acquiring the properties that make up the open space system. The hard work of Mr. Guzman and the committee has resulted in creating the most advanced Open Space Program in the state. This is a program that the citizens of this city can be proud of. The Open Space Program is going to provide many benefits to the residents of Carson City far into the future. One of the most significant achievements during this time was passage of the Omnibus Public Lands Management Act of 2009; otherwise, known as the Carson City Lands Bill.

With the retirement of Mr. Guzman and along with the direction given to staff and the committee by the Board of Supervisors to de-emphasize acquisitions and to emphasize and place priority on the management of lands acquired, the program is moving into a new era. This new era will focus on the management of the land and its natural resources, as well as address potential recreation opportunities, demands and special events. The Open Space Administrator position will require different skill sets than in the past. This position will require a strong back ground in education and experience in natural resources management.

In many ways the new era will be just as challenging as the former era. In addition to the possible need for some land transactions and acquisitions and the management of natural resources and recreation, the new administrator will still have to actively supervise staff and volunteers, and coordinate and interface with a myriad of federal, state, and local agencies as well as non-profit organizations. The new administrator will have to employ very sophisticated management techniques that will balance the

protection of diverse resources – from montane forest and the Great Basin sagebrush plant communities to riparian ecosystems - with an increasing demand for its use. This balance will need to be achieved while working within the confines of various deed restrictions, programmatic agreements, master plans, and grant restrictions. This will require an administrator that has a strong base in the biological sciences as well as the social sciences and possesses strong communication skills. The new administrator will have to be adept at carrying out direction provided by the Open Space Advisory Committee as well as the Board of Supervisors. The new administrator will also have to be skilled in seeking, writing, and administering grants. A working knowledge and experience in working with grants such as the Land, Water and Conservation program, Southern Nevada Public Land Management Act, Recreational Trails, Forestry Legacy, the Nevada Division of Environmental Protection and Natural Resources Conservation Service will be critical.

There has been some sentiment expressed that this position could be left vacant and that the tasks of the position could be performed by volunteers, or could be shared by a lesser position and possibly the Parks and Recreation Director. Staff firmly believes that employing either of these two options would be insufficient and a mistake and that over the long run would be detrimental to the program. Staff believes that it is essential to have a position that is dedicated to the administration and management of the Open Space Program that will soon approximate 7,000 acres. Staff feels that it will be essential to increase our involvement with and to partner with non-profits and volunteers such as Muscle Powered and Friends of Silver Saddle Ranch to achieve our goals, but that it is critical that a professional oversee the management of the program. Staff is requesting that the committee recommend that the Open Space Administrator position be filled upon the retirement of Mr. Guzman.

RECOMMENDED ACTION: Move to recommend to the Board of Supervisors filling the soon to be vacant position of the Open Space Administrator.

Agenda Item 3B



JOB DESCRIPTION

JOB TITLE:	Open Space Administrator	FLSA:	Exempt
DEPARTMENT:	Parks	GRADE:	P4
REPORTS TO:	Parks & Recreation Director	DATE:	July 1, 2013

SUMMARY OF JOB PURPOSE:

Under general supervision, administers and coordinates the Quality of Life Initiative Open Space Program; responsible for acquisition, transfer, sale and management of City's real property.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Initiates acquisition, sale, transfer and lease of real property in accordance with City master plans; coordinates efforts with other City departments as well as Federal and State agencies.
- Manage City open space properties for fuels, passive recreation, scenic resources, noxious weeds, cultural resources and capital improvements.
- Seek, apply for and monitor grants that relate to the acquisition, management and improvement of properties.
- Represents the City in various advisory boards, committees and commissions.
- Develops meeting agendas, as well as research, composition and presentations of reports and studies related to properties.
- Organize public information meetings, respond to written and telephone inquiries from the public on issues and questions associated with assigned duties.
- Organizes and manages programs to recruit, train and manage a volunteer workforce engaged in the advancement of property management efforts and property improvements.
- Responsible for conducting presentations before governing bodies, neighborhood groups and community stakeholders to provide project information, respond to inquiries, collect comments and address concerns related to proposed projects.
- Recruit and manage professional consultant resources.
- Monitors changes in laws and procedures and evaluate their effect upon real property management; recommends and implements recommended changes.
- Provides information to property owners, their representatives and the public regarding City policies and procedures; resolves disputes/ problems.
- Organizes own work, sets priorities and meets critical deadlines.
- Initiates and coordinates department grant writing efforts.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with elected officials, public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in public administration, planning, or a related field; AND four (4) years of professional experience in natural resource management and outdoor recreation programs; OR an equivalent combination of education, training and experience as determined by Human Resources.

Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and budget development and administration.
- Principles and practices of real property acquisition, appraisal and disposal.
- Methods of title search and property clearance.
- Applicable laws, codes, regulations and practices.
- Principles of property development and project design.
- Principles and practices of real estate, property/lease management, planning, and zoning.
- Principles and practices of project management.
- Computer applications related to the work.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Preparing and reviewing legal descriptions of property, appraisals, agreements, contracts and other real property documents.
- Negotiating favorable contract terms and conditions, and identifying and resolving conflicts involving real property interest.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Conducting effective representations to individuals and groups.
- Preparing, monitoring and managing budgets.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

QUALIFICATIONS:

Skill in:

- Preparing maps and diagrams.
- Dealing successfully and collaboratively with advisory boards, agencies, elected officials, city staff at various levels, the public, in person and over the telephone.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

SUPERVISION RECEIVED AND EXERCISED:

Under General Supervision - Incumbents at this level are given assignments and objectives that are governed by specifically outlined work methods and a sequence of steps, which are explained in general terms. The responsibility for achieving the work objectives, however, rests with a superior. Immediate supervision is not consistent, but checks are integrated into work processes and/or reviews are frequent enough to ensure compliance with instructions.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; agility to traverse difficult terrain for an extended period of time; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another.

CONDITIONS OF EMPLOYMENT:

1. *This classification is considered Unclassified under the provision of Section 2.330(4) of the Carson City Charter. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*

2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

4. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*

5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$53.50 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*

6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

"Carson City is an Equal Opportunity Employer"