



JOB DESCRIPTION

JOB TITLE:	Open Space Manager	FLSA:	Exempt
DEPARTMENT:	Parks, Recreation and Open Space	GRADE:	M301
REPORTS TO:	Parks & Recreation Director	DATE:	May 18, 2020

SUMMARY OF JOB PURPOSE:

Under general supervision, oversees the Open Space Division of the Parks, Recreation and Open Space Department; responsible for operation, maintenance and management of more than 7,000-acres of the City's open space, trails and natural areas .

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.

- Collaborates on acquisition, sale, transfer and lease of real property for open space and trails in accordance with City master plans; coordinates with other City departments, the City's Real Property Manager, as well as non-profit organizations, Federal and State agencies.
- Manages City open space properties for fuels, passive recreation, designated off highway vehicle areas, scenic and natural resources, noxious and invasive weeds, cultural resources and capital improvements.
- Manages, monitors, evaluates, collects and reports field data for a variety of natural resource projects including, but not limited to: vegetation growth and protection; targeted grazing; wildlife habitat; fire and fuels management etc.
- Coordinates cultural and environmental review and permit process functions.
- Actively seeks, applies for and monitors grants and projects that relate to the acquisition, management, maintenance, improvement and infrastructure preservation of City open space properties.
- Represents the City in various advisory board, committee and commission meetings.
- Develops meeting agendas, as wells as researches, composes and presents reports and studies, including environmental documents and project planning related to open space properties.
- Organizes public information meetings and timely responds to written and telephone inquiries from the public on issues and questions associated with assigned duties.
- Assists and provides guidance in efforts to recruit, train and manage a volunteer workforce to support the Department's mission.
- Responsible for conducting presentations before governing bodies, neighborhood groups and community stakeholders to provide project information, responds to inquiries, collects comments and addresses concerns related to proposed projects.
- Recruits and manages professional consultant resources.
- Monitors changes in laws and procedures and evaluates their effect upon City services and recommends and implements recommended changes.
- Provides information to property owners, their representatives and the public regarding City plans, policies and procedures and resolves disputes/ problems.

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.

- Organizes own work, sets priorities and meets critical deadlines.
- Contributes to the efficiency and effectiveness of the Department'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.
- Recruits, hires, evaluates, schedules, coaches, counsels and provides progressive discipline as appropriate for full-time, part-time, seasonal staff, and volunteers.

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, parks and recreation management, planning, natural resources/rangeland management, forestry, biology, environmental science/education or a related field; AND three (3) years of professional experience in natural resource management, park operations or maintenance and outdoor recreation programs; AND two (2) years of experience in a supervisory capacity in these disciplines OR an equivalent combination of education, training and experience as determined by Human Resources.

- Certified Parks and Recreation Professionals are preferred.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

The following licenses/certificates must be possessed at time of hire/promotion unless otherwise stated and must remain valid and in good standing during employment:

- Valid driver's license
- OSHA-30 (within one year of employment)

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, project design and construction.
- Standard safety programs including training, personal protective equipment, incident reporting, and emergency action plans.
- Principles and practices of real estate, property/lease management, planning, and zoning.
- Principles and practices of project and natural resource management, operations and maintenance.
- Project cost estimating and developing scopes of work.
- Computer applications related to the work.
- Business letter and grant writing including standard formats 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, cooperative maintenance and use agreements, professional service contracts and other documents.

- Negotiating favorable contract terms and conditions, identifying and resolving conflicts involving participating interests.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Conducting effective presentations 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.

JOB DESCRIPTION

Open Space Manager

Required Knowledge and Skills (con't):

Knowledge of:

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

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, in writing 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.

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 and uneven terrain in all weather conditions for property and project inspections for an extended period of time; occasional stepping up and/or down from vehicles and stairs;

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safety operating vehicles; 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.

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CONDITIONS OF EMPLOYMENT:

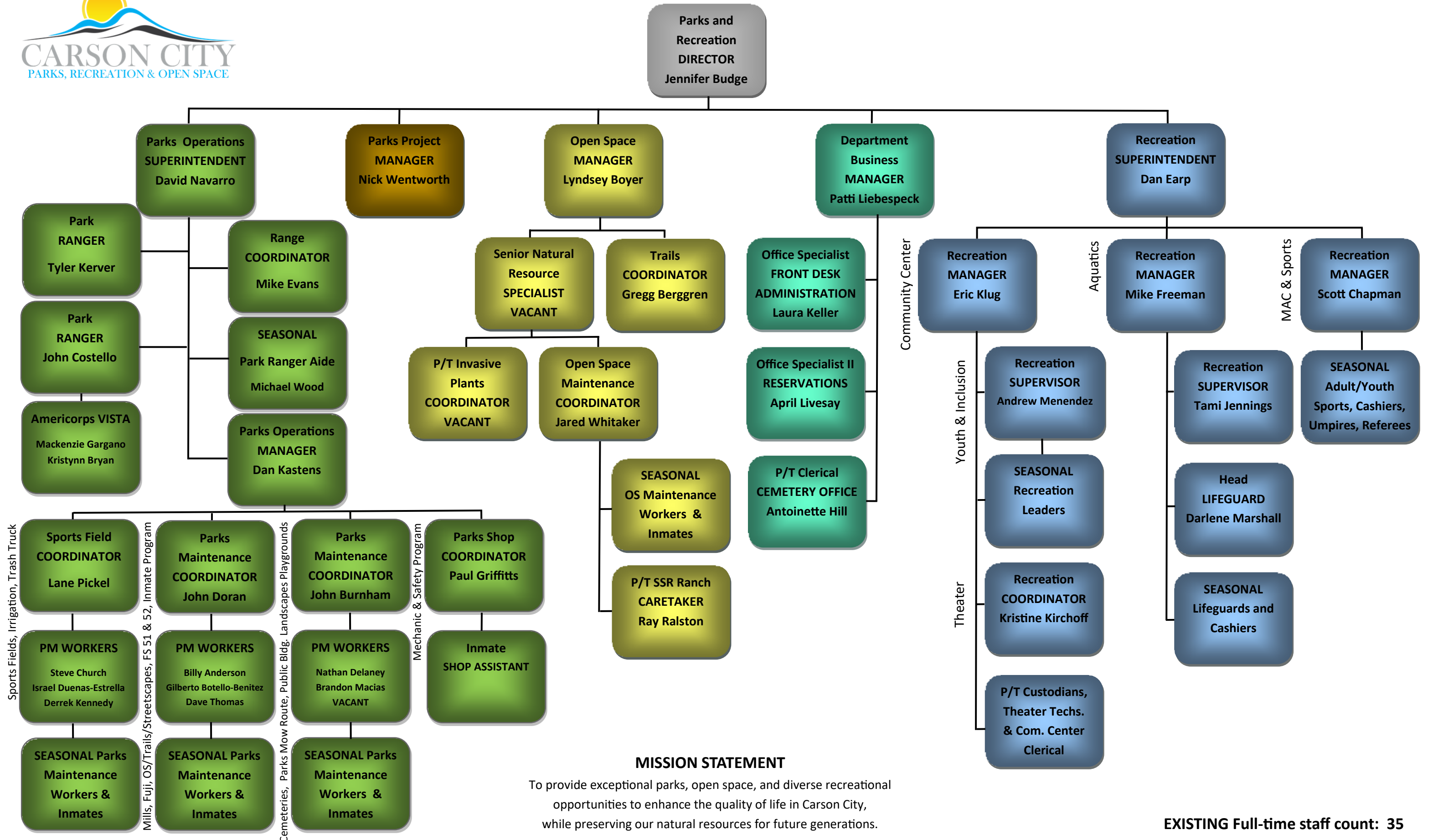
1. *Unclassified employees are “At Will” and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required 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 \$56.25 and a drug screen which costs \$36.50. Employment is contingent upon passing the background and the drug 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.*
7. *Carson City is an Equal Opportunity Employer.*

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”



MISSION STATEMENT

To provide exceptional parks, open space, and diverse recreational opportunities to enhance the quality of life in Carson City, while preserving our natural resources for future generations.

EXISTING Full-time staff count: 35

BOS approved for FY20 budget

Carson City Board of Supervisors Items

February 27, 2020

BOS Special Workshop

- For Discussion Only: Presentation and discussion regarding regulations for hemp cultivation and product manufacturing. (Jen Budge, jbudge@carson.org, Lyndsey Boyer, lboyer@carson.org and Lee Plemel, lplemel@carson.org)

March 5, 2020

Purchasing & Contracts

- For Possible Action: Discussion and possible action regarding an increase in purchase authority for Sodium Hypochlorite (Bleach), utilizing joinder contract #150063-SK-A through National IPA, for an additional \$80,000 for a new total not to exceed amount of \$300,000 through June 30, 2020 (File No. 1920-007). (Carol Akers, Cakers@carson.org and Andy Hummel, Ahummel@carson.org)

March 19, 2020

Purchasing & Contracts

- For Possible Action: Discussion and possible action regarding a determination that D&D Plumbing, Inc., is the lowest responsive and responsible bidder pursuant to NRS Chapter 338 and whether to award Contract No. 19300119, Carson City Aquatic Facility Pool Plumbing Replacement Project, for a total not to exceed amount of \$153,095.80. (Carol Akers, CAkers@carson.org and Dan Stucky DStucky@carson.org)

Board of Supervisors - Special Item

- For Possible Action: Discussion and possible action regarding a proposed Resolution to declare a state of emergency in Carson City in response to the coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)
- For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff functions and functions in Carson City as a consolidated municipality in relation to the exercise of emergency powers pursuant to NRS Chapters 244 and 414 and CCMC Chapter 6.02 for the purpose of ensuring the health, safety and welfare in Carson City in response to the global coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)

April 2, 2020

Public Works

- For Possible Action: Discussion and possible action regarding an easement agreement and deed granting a non-exclusive access easement to Carlos and Hilary Mendeguia, accepting the donation in fee title of approximately 28,100 square feet of property for a future public trail, accepting a permanent easement and right-of-way for existing underground reclaimed water facilities, and agreeing to grant an easement to Southwest Gas; regarding a grant of easement to Southwest Gas for the installation of gas service to the residence of Carlos and Hilary Mendeguia; and regarding a Lot Line Adjustment to facilitate and accept the donation of property for the future public trail. (Dan Stucky, DStucky@carson.org and Jennifer Budge, JBudge@carson.org)

Board of Supervisors - Special Item

- For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff functions and functions in Carson City as a consolidated municipality in relation to the exercise of emergency powers pursuant to NRS Chapters 244 and 414 and CCMC Chapter 6.02 for the purpose of ensuring the health, safety and welfare in Carson City in response to the global coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)

April 16, 2020

Community Development/Planning

- For Possible Action: Discussion and possible action to introduce, on first reading, an ordinance declaring a moratorium, for a period of up to 180 days with the ability to extend it by resolution for up to an additional 60 days, on the acceptance and processing of planning or other applications for the cultivation of hemp in Carson City. (Lee Plemel, lplemel@carson.org)

Finance

- For Possible Action: Discussion and possible action regarding Fiscal Year 2020 Capital Improvements that were previously approved during the FY 2020 budget process. (Sheri Russell, srussell@carson.org)

Board of Supervisors

- For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff functions and functions in Carson City as a consolidated municipality in relation to the exercise of emergency powers pursuant to NRS Chapters 244 and 414 and CCMC Chapter 6.02 for the purpose of ensuring the health, safety and welfare in Carson City in response to the global coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)

May 7, 2020

Public Works

- For Possible Action: Discussion and possible action regarding a proposed donation from the Bureau of Land Management (BLM) for the installation of an informational kiosk about the American Flat Mill at the Virginia and Truckee (V&T) East Gate Depot in Carson City. (Darren Schulz, DSchulz@carson.org and Dan Stucky, Dstucky@carson.org)

Community Development / Planning

- For Possible Action: Discussion and possible action to adopt on second reading, Bill No. 104, an ordinance declaring a moratorium, for a period of up to 180 days with the ability to extend it by resolution for up to an additional 60 days, on the acceptance and processing of planning or other applications for the cultivation of hemp in Carson City. (Lee Plemel, lplemel@carson.org)

Finance

- For Possible Action: Discussion and possible action regarding the adoption of a proposed Resolution authorizing expenditures of \$377,400 in total funds for community support services grants (CSSG) to non-profit organizations and the Quality of Life Initiative for FY 2021.
- For Possible Action: Discussion and possible action on the proposed Carson City Capital Improvement Program for Fiscal Years 2021- 2025.

Board of Supervisors

- For Possible Action: Discussion and possible action regarding directives and recommendations concerning Carson City departmental and staff functions and functions in Carson City as a consolidated municipality in relation to the exercise of emergency powers pursuant to NRS Chapters 244 and 414 and CCMC Chapter 6.02 for the purpose of ensuring the health, safety and welfare in Carson City in response to the global coronavirus (COVID-19) pandemic. (Nancy Paulson, npaulson@carson.org)