

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CONTRACTS, LAND AND CAPITAL PROJECTS MANAGER**

Spec No. 1144

### **BASIC FUNCTION**

Plans, organizes, coordinates and directs the activities of Contract Development, Land Management and Capital Projects Division of the Department of Parks & Recreation. Serves as a member of the Parks core management and strategic planning team

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Manages the functions of contract development, capital project planning and management, real property acquisition and management.
2. Manages the effective acquisition and development of park and fair facilities as planned and adopted through the six-year Capital Facilities Plan, the Parks Comprehensive Plan and the Fair Business Plan.
3. Negotiates, creates and administers a broad range of contracts. Ensures that contracts meet all applicable legal requirements and are consistent with current business plan objectives.
4. Prepares or supervises the preparation of the division's business, workforce and financial plans, division's annual budget request, and is responsible for the division's work performance within budgeted allocations.
5. Supervises and directs the work of supervisors and team leaders; reviews and evaluates the team contribution and work performance; develops performance measures and standards; selects, hires, terminates and disciplines employees.
6. Develops division work program; establishes staffing and scheduling requirements; monitors progress; reviews staff decisions in relation to applicable codes and department and division policies, goals, and objectives; plans and schedules in-service training.
7. Prepares, maintains, supervises the preparation and maintenance of reports and records of division's work performance and production; evaluates division operations and initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
8. Promotes customer service and good public relations; coordinates division operations and activities with other divisions of the department, other county departments, and outside agencies as required; may represent the department at public meetings and hearings or before the County Executive, County Council or other individuals or groups as directed; may act on behalf of the Director of Parks and Recreation as directed.
9. Develops processes and manuals for the division's operations, programs, projects and systems.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Contributes to development and annual updating of the Parks Business Plan; works with management team and staff to ensure plan goals and objectives are achieved on schedule and within budget; assists the director in the management and leadership of the department.
11. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in parks and recreation, business administration, planning or related field; AND, five (5) years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience in local government administration, contract development and administration, real property administration and capital project planning/management is required. Additional degrees, certifications, recognition, awards and licenses that demonstrate acquisition and application of the required knowledge, and abilities to be successful in this position are desirable. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of modern parks and recreation business practices, organization and public administration
- relevant laws, rules, regulation and legislation governing various parks and recreation planning and development projects and programs
- principles and practices of contract negotiations, development, compliance and administration
- principles and practices of project planning and management, organization and budgeting
- principles and practices of real property acquisition and management
- principles and practices of effective supervision
- principles and practices of personnel management
- principles and practices of financial management
- principles and practices of technology applications relevant to position
- communication, marketing and public relations
- principles and practices of modern management, including team development and empowerment

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- comprehend complex legal terminology and apply appropriate rules and regulations
- identify risk factors that would require additional insurance limits or other special needs or requirements
- develop, support and inspire others to participate and contribute shared vision of customer service, integrity and accountability
- lead people in complex work production
- inspire trust and confidence
- empower decision making, problem solving and growth through change
- plan, organize, coordinate and direct the operations and activities of a division
- effectively supervise, manage and evaluate the work of employees
- prepare and administer the division's budget, work plan and business plans
- work cooperatively and productively with other member of the management team to accomplish goals and objectives of the Parks business plan
- synthesize details of division and department operations and translate or condense those details into key measure of performance related to division and department targets
- analyze division operations and take effective action to correct deficiencies and resolve problems
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures
- establish and maintain effective working relationships with public officials, management, associates, subordinates, employees of other agencies, customers, stakeholders, and with the general public
- communicate effectively orally, graphically, and in writing
- prepare a variety of correspondence, reports and other written materials

### SUPERVISION

The employee reports directly to the Director or higher level manager in the Parks and Recreation Department and is responsible for all operations and activities of a division. The work is performed with a high degree of independent judgement. The employee is responsible for the development of budgets, work plans, work performance and product/service delivery of the division. Performance is evaluated through conferences, periodic reports, and results obtained. The employee supervises engineers, planners and professional level staff.

### WORKING CONDITIONS

The majority of work performed is in the usual office environment but will also include a substantial amount of field trips throughout the county. The employee may be required to work evenings, weekends and holidays.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 2007

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt

Workers Comp: 5306 Non-Hazardous