



**DUBLIN**  
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

## **PARKS & FACILITIES DEVELOPMENT COORDINATOR 3-Yr. Limited Term**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **SALARY**

\$7,889 - \$9,863 per month

### **JOB TYPE**

Full-Time /3-Yr Limited Term

### **FILING DEADLINE**

Friday, September 01, 2017 at 5:00 PM

### **THE POSITION**

The City of Dublin is seeking a Parks & Facilities Development Coordinator to provide administrative and technical assistance to the Public Works/Capital Improvements Division. Under general supervision of the Capital Improvement Program Manager, supports the activities of capital improvement projects for City parks and facilities, including attending meetings, project costing, reviewing of contracts, monitoring project progress and providing support on larger capital projects.

### **EXAMPLES OF DUTIES**

The following key elements describe the basic duties and responsibilities of the position:

- Under supervision, serve as project manager for capital improvement projects in the City. The incumbent is responsible for coordinating specific segments of assignments/projects that may include park improvements and expansion projects, development of improved and new community facilities, and key public facilities offering recreational, cultural and human services to the community;
- Provide administrative and technical assistance to the Capital Improvement Program Manager in defining user and community needs for capital improvements and developing strategies for implementation;
- Work with contractors and consultants performing all types of construction management and inspection activities to ensure construction practices are in compliance with City standards. Direct and coordinate activities of project to ensure project progresses on schedule and within prescribed budget, modifies schedules or plans as required;
- Assist in analyzing the feasibility of proposed capital improvement projects and make appropriate recommendations to the Capital Improvement Program Manager and other City departments regarding project viability;

- Under the direct supervision of the Capital Improvement Program Manager, prepare and supervise the preparation of specifications and bidding documents for the design, construction, renovation and landscaping of the City's parks, recreation and municipal facilities; prepare Requests for Proposals for consultant services required to develop and complete projects; solicit, review and recommend award of contracts; evaluate the work of contractors;
- Maintain records and prepare a variety of reports. Respond to inquiries regarding the status of projects. Develop and disseminates informational materials.
- Maintain current knowledge of new techniques in architecture, landscape architecture, planning, and design;
- Advise City Staff regarding the care and maintenance of city facilities, parks, and equipment;
- May assist supervisor by planning work assignments and providing instructions to other employees.

## **QUALIFICATIONS**

1. Education: Graduation from an accredited college or university with a bachelor's degree in architecture, park planning and design, landscape architecture, urban planning, public administration, or a closely related field. LEED certification is desirable.
2. Experience: Two years of progressively responsible experience in a public agency with direct project experience managing the development of public facilities. Experience in landscape architectural work is desired.
3. Licenses and Certificates and Special Requirements: Registered Landscape Architect in State of California is desirable. Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability is required. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

## **Knowledge of**

- Principles, practices, techniques and methods of municipal buildings and facilities development including landscape architectural planning, design and maintenance;
- Principles and practices of construction and maintenance methods, material and equipment.
- Principles and practices of contract and fiscal administration in a public agency;
- CEQA environmental process, statutes, regulations and internal standards as applied to public capital projects;
- Modern principles and practices used in acquisition, master planning, designing, project management, and construction management of public capital improvements;
- Computer software applications, including word processing, budgetary, project cost management and scheduling programs;
- Public park, recreation, building and facilities systems, including but not limited to mechanical, plumbing and irrigation, electrical, security, communications and data, parking, public access, landscape planning, and ADA improvements;
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility;
- Principles and practices of budgeting, purchasing and maintenance of public records;
- Park and recreation facility design;
- Research methods and analysis techniques;
- Principles and practices of sound business communications;
- Community outreach strategies.

## **Ability To**

- Work in a team environment that includes City staff and outside consultants;
- Establish and maintain effective working relationships with management, subordinates, co-workers, consultants, contractors, representatives of other agencies, the general public, using customer service and public relations techniques;
- Express ideas effectively in comprehensive written and oral presentations;
- Exercise sound judgment within established programs and procedural guidelines;
- Manage multiple projects simultaneously and be sensitive to deadlines and changing priorities;

- Establish and maintain the necessary record keeping systems for management of facility and park development program;
- Prepare, review and interpret designs, plans and specifications for compliance with current standards, law, codes and regulations for solutions to problems, cost estimating and constructability.

## **BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **PARKS & FACILITIES DEVELOPMENT COORDINATOR** position is **\$7,889 – \$9,863** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,680.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees’ Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 19 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin’s strategic “crossroad” location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City’s customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a “can do” attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “Member Agencies,” “City of Dublin,” then on “Parks & Facilities Development Coordinator” and “Apply Now.” Applications must be received by 5:00 p.m. on Friday, September 01, 2017. No faxed or e-mailed applications or postmarks will be accepted.

**THIS ANNOUNCEMENT** is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## **SUPPLEMENTAL QUESTIONS**

1. Please describe what unique knowledge, skills, abilities and/or experience you possess that would make you successful in this position.
2. Please describe your experience working with design teams, contractors and project managers.
3. Please describe the most challenging or complex project that you have been involved in and what was your role?