



## **OPERATIONS MANAGER I/CHIEF, BUREAU OF PARKS**

**Non-Civil Service Position**

**Salary Range: \$82,100.00 - \$135,300.00**

**OPENING DATE: July 14, 2017**

**CLOSING DATE: Open until filled**

### **Position Overview**

The Baltimore City Department of Recreation and Parks seeks a results-oriented professional to provide leadership and management of our comprehensive Parks system, which includes the Divisions of Park Maintenance, Horticulture and Forestry. Baltimore City is proud to feature more than 4,700 acres of parkland and public space. Within our city borders, there are over 300,000 street trees and a large inventory of park trees.

This position is an At-Will position that reports to the Deputy Director of Recreation and Parks and is a member of the Executive Staff. The Operations Manager I/Chief, Bureau of Parks must have a demonstrated track record of success in a leadership role responsible for directing the activities of natural resource management, park operations and programming, horticultural, tree service, office support and related units.

Other responsibilities include, but are not limited to:

- Develops, implements and oversees projects, general work schedules and priorities regarding the development, maintenance and improvement of parks, playgrounds and outdoor recreational amenities (courts & ballfields).
- Plans, schedules, assigns and directs the work and resources of the division.
- Reviews weekly work status reports prepared by subordinates.
- Oversees the investigation and resolution of concerns and complaints from city officials and the general public.
- Ensures that support services are provided for special events.
- Supervises the delivery of contract services, and inspections of facilities.
- Implements policy and directive decisions from the agency Director and prepares status reports.
- Manages the Bureau of Parks overall budget and fiscal controls, evaluates and projects budget expenditures and tracks spending.
- Sets Bureau's direction for employee training and oversees continuous in-service training programs including training in safe work practices and quality team-building, as well as a maintenance quality review program.
- Studies and recommends improvements in park operations, forestry, and horticulture services and facilities. Oversees the review and approval of plans for park facilities.
- Educates and speaks to community groups at public meetings about park related issues.
- Manages and oversees the creation of reports, correspondences, contracts, grants and letters related to the management and use of park property.
- Interprets federal, state and local laws, park policies, rules and regulations pertaining to land management and park use.

The successful candidate must:

- Have knowledge of the principles and practices of public administration, park operations and maintenance, and state and federal safety regulations.
- Demonstrate the ability to lead and manage people, plan, organize, coordinate, prioritize, assign and evaluate the work of both administrative and support staff.
- Ability to communicate effectively, both orally and in writing proficient with word processing and data base management software.
- Ability to formulate long and short-range plans and develop strategic goals.

- Be an experienced professional with a proven track record of Park Leadership.
- Be a strategic thinker as well as implementer; candidate will play an integral role in shaping strategies and policies to align the goals of the agency and the Administration.
- Invite diverse ideas and be devoted to staff development.
- Ability to establish and maintain effective working relationships with other employees, City officials, representatives from government agencies, community leaders, and the general public.
- Ability to speak before large groups.

### **Desired Education and Experience**

Qualified candidates should have a Bachelor's degree in Public or Business Administration, Recreation and Parks Administration, Forestry, Horticulture or a related field from an accredited college or university and a minimum of five years of experience managing large park operations. Demonstrated success in personnel relations is a plus.

Equivalencies: An equivalent combination of relevant education and experience. Four years of additional experience in park operations work may be substituted for the degree requirement.

### **Licenses, Registrations and Certificates**

A valid MD Class C driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required.

### **Compensation and Benefits**

A negotiable salary range of \$82,100- \$135,300 is available depending on the background and qualifications of the successful candidate. The City offers a competitive benefits package. The position of Chief, Bureau of Parks will remain open until filled; however, we will start interviewing qualified applicants beginning August 7, 2017. Interested candidates should submit a statement of interest and resume, specifically addressing the applicant's qualifications and relevant experience; including size and composition of staff supervised, program responsibility and other significant factors as outlined in this announcement. Candidates with the most relevant education and experience will be invited to an interview.

NOTE: Those eligible candidates that are under final consideration for appointment to the positions in this class will be required to authorize the release of criminal conviction information.

### **Application and Selection Process**

For additional information please contact:

City of Baltimore, Department of Recreation and Parks

3001 East Drive

Baltimore, Maryland 21217

Phone: 410 396-6131/Fax: 410-396-6001

E-mail resumes to: [teresa.meli@baltimorecity.gov](mailto:teresa.meli@baltimorecity.gov)

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and promotes diversity in the workforce.**

**Catherine E. Pugh, Mayor**

**Mary H. Talley, Director & Chief Human Capital Officer**

**Reginald Moore, Director, Department of Recreation and Parks**