



OPERATIONS MANAGER I/CHIEF, BUREAU OF CAPITAL DEVELOPMENT & ENGINEERING SERVICES

Non-Civil Service Position

Salary Range: \$82,100 - \$135,300 annually

OPENING DATE: July 14, 2017

CLOSING DATE: Open until filled

Position Overview

This position reports to the Deputy Director of Recreation and Parks and is a member of the Executive Staff. The Operations Manager I/Bureau Chief of Capital Development & Engineering Services directs the development and implementation of the Department's Capital Improvement Program. Typical projects in our CIP include:

- Fitness and Wellness Centers
- Indoor and Outdoor pools and splash pads
- Athletic Field Complexes
- Hiker/biker trails
- Tennis and basketball court resurfacing
- Playgrounds
- Historic building restorations
- Comfort Station and Service Building renovations

Key responsibilities include oversight and direction of Capital Finance to include, Planning and Design and Engineering and Construction Management. The annual budget is typically \$15 – \$20 million, and funding sources range from GO Bonds and General Funds to State grants and private gifts. The position supervises six planning and design staff; seven engineering and construction management staff; and two administrative/fiscal staff with additional assistance from on-call design contractors.

Other responsibilities include:

- Presenting the department's capital improvement program and budget to the Park Board, Planning Commission, Board of Estimates, City Council and General Assembly
- Speaking before civic groups or at other public gatherings to disseminate information or solicit public support in the planning stage of major capital projects
- Developing interest and support among community and business leaders for the CIP
- Overseeing acquisition of new park properties and park leases
- Overseeing the development of major grant proposals
- Negotiating construction claim disputes with general contractors
- Acting as the department liaison with the City Law Department on Real Estate and Land Development matters

The successful candidate must:

- Demonstrate his/her ability to lead and manage people and communicate effectively at all organizational levels
- Be an experienced professional with a proven track record in the field
- Be a consensus builder
- Be a strategic thinker as well as implementer; he/she will play an integral role in shaping strategies and policies to align the goals of the agency and the Mayor
- Invite diverse ideas and be devoted to staff development
- Be able to forge effective partnerships within city government as well as outside entities

Education and Experience

Qualified candidates will have a Bachelor's degree in Architecture, Landscape Architecture or Engineering from an accredited college or university and five years of experience as a Civil Engineer, Architect or Landscape Architect, and five years in an administrative, supervisory or management capacity for capital projects.

Equivalencies: A Master's degree in Engineering or Architecture may be substituted for one year of the experience 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 also required.

Compensation and Benefits

A negotiable hiring 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.

Application and Selection Process

For additional information please contact Teresa V. Meli at:

City of Baltimore

Department of Recreation and Parks

3001 East Drive

Baltimore, Maryland 21202

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

E-mail resumes to: teresa.meli@baltimorecity.gov

The position of Chief, Capital Development & Engineering Services will remain open until filled. 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. Include proof of your relevant degree when submitting your resume. Candidates with relevant education and experience will be invited to an interview.

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

**Baltimore City is an Equal Opportunity Employer
and promotes diversity in the workforce.**

Catherine E. Pugh, Mayor

Mary H. Talley, HR Director

Reginald Moore, Director, Department of Recreation and Parks