



The City of Richmond is a diverse and dynamic community in pursuit of our vision to be the most appealing, livable and well-managed community in Canada.

Manager, Parks Planning - Design & Construction (Under Review)

Job ID# 2015239

POSITION OVERVIEW

The Manager, Parks Planning - Design & Construction leads and manages the development of strategic parks initiatives, completion of parks design processes, and managing open space construction projects as part of the City of Richmond's Parks and Open Space Strategy and the Official Community Plan. This includes managing a team of professional Parks staff, providing updates on Capital Projects, tracking budgets and resource allocation, evaluating the effectiveness of programs, and monitoring the progress on priority actions. This position reports to the Senior Manager, Parks.

Examples of key work activities include:

- Manages Parks projects, including the development of strategies, planning, design, implementation, and construction of Richmond's public parks and open spaces.
- Develops unique and innovative park and open space designs, complex solutions and plans to meet community needs.
- Facilitates processes that take initiatives from concept to reality while acting in the best interests of the community.
- Develops public consultation processes on strategic parks plans.
- Liaises with the developers, the community, civic advisory committees, Council, and regional authorities on community based issues, and works collaboratively with internal and external stakeholders.
- Acts a leadership role regarding policy planning and development application work related to Parks projects.
- Coordinating the preparation of complex reports, including conducting research, writing, and seeking feedback and concurrence internally, as well as technical advice from professional consultants.
- Negotiates contents for agreements (e.g. Contribution Agreements, Memorandums of Understanding, and Corporate Lease Agreements), including preparation of grant applications and business case analysis for new initiatives.
- Deals with sensitive and confidential issues and negotiations (e.g. Land Negotiations/Contracts).
- Manages Capital Budgets & programs to ensure financial sustainability.
- Reviews and updates ongoing initiatives and practices to reflect current conditions and best practices to improve service.
- Presents at Council and Committee meetings, and responds to community and media requests as necessary.
- Participates in recruitment, scheduling, task management, supervision, coaching, and performance management of staff members.

EDUCATION AND EXPERIENCE

Minimum of a Business Administration or Public Administration degree. A Masters of Business (MBA) or Landscape Architecture (MLA) is desirable. Minimum of ten (10) years in a large Parks/Local Government environment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of community associations and key community leader contacts.
- Knowledge of relevant community charter and federal/provincial enabling legislation.
- Demonstrated skill in group facilitation.
- Demonstrated skill in financial accounting and business case analysis.
- Demonstrated skill in working with consultants, developing RFP's, contract management, and negotiations.
- Demonstrated skill in working within a political environment, including both government and non-profit.
- Demonstrated skill in working with an elected Council, and committee structure, and in a unionized environment.
- Demonstrated skill in Community consultation.
- Demonstrated time and project management skills.
- Demonstrated knowledge of effective leadership and management principles and practices.
- Ability to think creatively, critically, and analytically.
- Ability to work collaboratively and cohesively with different stakeholders.
- Ability to actively promote and embrace change.
- Strong skills in technical writing and the preparation of reports.

- Strong communication and public speaking skills.
- Excellent interpersonal and customer service skills.
- Ability to successfully pass a Financial Sector Criminal Record Check.

LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid Class 5 Driver's Licence for the Province of British Columbia.
- Membership, or eligibility for membership, with BC Recreation and Parks Association (BCRPA), BC Society of Landscape Architects (BCSLA), and the National Recreation and Parks Association (NRPA).

WORKING CONDITIONS AND EFFORT

Position requires travel around the community to access open spaces, natural areas and parks/facilities all over Richmond.

People • Innovation through Collaboration • Vision • Outstanding Results • Team

The City of Richmond offers competitive pay programs, comprehensive benefits, attractive incentives and a compressed work day schedule.

The City of Richmond uses an applicant tracking system for candidates wishing to view and apply for available career opportunities. For further details regarding this specific career opportunity, please visit our website at www.richmond.ca/employment. Applicants will be required to upload a current resume and provide any supporting documentation relevant to the position (Word format). **The closing date for Job ID# 2015239, Manager, Parks Planning - Design & Construction is 11:59pm, on September 14, 2015.**

We thank all applicants in advance for their interest. However, only those under consideration will be contacted. This position is restricted to those legally entitled to work in Canada. The City of Richmond is an equal opportunity Employer.



City of
Richmond

Join our Team.
Shape our
Community.

www.richmond.ca/employment