

**CITY OF BELLINGHAM**  
**JOB DESCRIPTION**

**JOB TITLE: Development Manager**

**CLASS TITLE: Department Manager I**

**DEPARTMENT: Parks and Recreation**

**EXEMPT**  
**SG: E-17**  
**CS:N**  
**FLSA:N**  
**EE04CODE:OA**

**JOB SUMMARY:**

Manages the planning and development of the parks and recreation goals of the City. Implements the City comprehensive plan recommendations for parks and facilities through planning, budgeting, staffing, property acquisition, design, construction management and development of all City parks, trails, greenways, athletic fields, landscape areas, street trees, park buildings, and other facilities.

Manager is expected to organize and efficiently administer the entire park system capital facilities planning and development, including the design, permit application, public involvement, construction and inspection sequence for many overlapping projects and must be able to produce facilities which reconcile divergent public interests.

**SUPERVISORY RELATIONSHIP:**

Reports to the Director of Parks and Recreation. Works independently. Supervises Division Staff and consultants. Works in accordance with Federal, State and City laws and regulations, Comprehensive Plan, applicable environmental and building laws, ordinances, City policies and procedures and applicable bargaining unit agreements.

**ESSENTIAL FUNCTIONS OF THE JOB:**

**Project Management:**

1. Develops, plans and oversees implementation of capital programs for the City to ensure effective completion of projects in compliance with budgetary, regulatory and schedule guidelines. Conducts feasibility studies and cost estimates, participates in public meetings, assesses environmental impacts, and secures project permits.
2. Coordinates and oversees project plans and specifications. Analyzes bids for award of contracts and administers construction contracts. Approves design changes. Approves progress payments and contractor change orders. Addresses inquiries and complaints from property owners.
3. Selects and manages consultants for capital improvement projects. Negotiates contracts, estimates costs, schedules work and monitors work for compliance with specifications and completeness. Provides information and assistance as needed and expedites decisions on critical issues. Resolves problems between developers or consultants and City staff.

4. Coordinates and oversees construction inspection.
5. Prepares or oversees preparation of various requests for proposals, contract documents and plans, specifications, cost estimates, and environmental impact statements; reviews and approves final design estimates; negotiates and/or recommends award of contracts and administers consultant/contractor agreements.
6. Reviews the work of civil engineers, architects, and other professionals to see that all phases of work meet acceptable standards. Resolves the more difficult disputes, claims, and inspection problems referred by subordinates.
7. Ensures projects meet building codes, ADA and environmental standards; oversees application for conditional use permits.
8. Makes presentations on projects to the City's Parks & Recreation Advisory Board, community groups, and other decision-making bodies; leads legally required public input processes.

**Planning:**

1. Responsible for recreational resource planning for current and future parks and recreation facilities. Prepares master plans for park development. Prepares feasibility studies, design standards and specifications for park development projects.
2. Develops policies and procedures and makes recommendations on park dedications and donations.
3. Reviews development proposals to assure compliance with recommendations, goals, policies and standards of the park, recreation and open space element of the Comprehensive Plan. Collects and analyzes information related to the parks, recreation, trails and open space needs of the City and develops recommendations for modifications or revisions to the Comprehensive Plan and related City ordinances in coordination with the Planning and Community Development Department and City Attorney's office.
4. Researches, reviews and drafts development and management plans to address landscape enhancement, landscape restoration and wildlife habitat. Assesses and documents natural functions and values of development and conservation sites related to public projects.
5. Coordinates park planning activities with key staff within the Parks and Recreation Department and with other city planning and other personnel; provides input on relevant issues of administrative policy and practice.

**Property Management:**

1. Oversees and monitors property leases and acquisitions with property management staff.
2. Reviews proposed private development plans and negotiates easements that are consistent with the City's capital facilities plan.

**Personnel Management:**

1. Effectively recommends employees for hire, establishes performance standards, conducts performance appraisals and recommends disciplinary action as necessary. Plans, organizes, coordinates, assigns and evaluates the work of professional and technical staff in the division. Provides technical assistance and guidance as needed. May recruit and train volunteers.

**Administrative:**

1. Prepares division and other budgets and timetables for projects; manages and tracks expenditures to ensure that projects are completed within funding and time limits. Forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
2. Oversees capital grant funding utilizing both State and Federal funding sources. Includes researching funding opportunities, writing grant applications, delivering presentations and managing awarded grants by monitoring expenditures and ensuring compliance with all reporting requirements, rules and regulations.

**ADDITIONAL WORK PERFORMED:**

1. At direction of the Parks and Recreation Director, acts as a liaison to community groups, including neighborhood associations, business associations, professional and trade organizations.
2. Performs related work as assigned within the scope of the classification.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Thorough knowledge of construction principles and practices, plus other municipal and urban design features such as parks, greenways, trails and street trees.
- Up-to-date knowledge of park development trends.
- Ability to envision and manage overlapping projects and prepare specific work plans that can be understood and implemented by others.
- Ability to conduct critical analysis of proposed park projects and make effective recommendations.
- Ability to oversee the planning and design of park properties including the preparation of drawings, construction specifications, bid documents and cost estimates.
- Knowledge of regulations, policies and standards pertaining to contract administration and major physical development, including funding guidelines, federal and state laws, environmental regulations, knowledge of public involvement and hearing procedures.
- Management skills including supervisory, problem-solving and decision-making, planning and organizing, adaptability/flexibility, interpersonal sensitivity and time management.
- Excellent oral communication skills for working with other staff members, community organizations, elected officials and the public. Excellent public presentation skills. Excellent writing skills, including technical report writing.

- A working knowledge of federal, state and City policies, procedures and regulations governing work performed.
- Knowledge of practices and procedures of land preservation and property management, including real property and right-of-way acquisition procedures.
- Ability to efficiently utilize a variety of software applications such as spreadsheets, databases, graphic and word processing programs to accomplish work assignments.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability and willingness to maintain regular and punctual attendance.
- Physical Ability to perform the essential functions of the job, including:
  - Fine finger dexterity to manipulate computer keyboard, mouse, files and papers;
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Communicate verbally, in person and by telephone;
  - Transport objects weighing up to 35 pounds;
  - Occasionally traverse uneven terrain.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting with extensive work at a computer workstation. Some time spent in urban undeveloped and developed parkland and open space, underdeveloped land parcels and on project construction/development sites. Regular travel to meetings is expected.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- B.A. degree in landscape architecture, architecture, engineering, planning or a related field.
- Five years of experience in planning, design and capital project management.
- Two years of supervisory responsibility.
- Experience in public work capital project management preferred.
- Any combination of education and related experience that provides the required knowledge, skills and abilities to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENTS:**

- Valid Washington State Driver's License by time of hire.
- Good Driving record. Candidates considered for hire must submit an abstract of their driving record for past three years.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

**PREPARED BY:** BE/KH  
11/93

**REVIEWED BY:** \_\_\_\_\_  
Leslie Bryson, Director  
Parks and Recreation

**REVISED BY:** L. Bryson  
A. Sullivan  
3/16

**APPROVED BY:** \_\_\_\_\_  
Kelli Linville, Mayor