

PROGRAM COORDINATOR (CAPITAL PLANNING – PARK FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Department of Parks, Recreation and Conservation, is responsible for implementing and coordinating capital project planning and management functions for parks and facilities under area of assignment. Responsibilities include participating with executive management in short and long-term planning for the development of the department's 5-year capital construction plan; managing assigned construction projects from inception to completion; serving as a representative of Park's leadership in coordinating project elements with the Departments of Public Works and Transportation, Planning and Law as well as the Budget Office; managing consultant progress, and approving the payment of contracts. Considerable liaison is maintained with neighboring municipalities, utility companies and regulatory agencies to ensure coordination of easements, public utilities are managed appropriately, mandatory documentation is provided, and that project approvals are received from the appropriate agencies. Supervision is not a responsibility of this class, however leadership and technical guidance is provided to subordinate staff throughout the park system, as needed.

EXAMPLES OF WORK: (Illustrative Only)

Participates with the department's management team in short and long-term planning relating to the department's 5-year capital construction plan;

Makes recommendations regarding the functional design of park grounds for parks and facilities under area of assignment based on needs assessments from facility managers throughout the park system;

Assists in the prioritization and coordination of projects by meeting with leadership and presenting plans for areas under assignment;

Develops budgets for the bonding of projects by performing research into project viability, estimating costs and developing RFP's for the project;

Coordinates project implementation and in securing consultant contracts with professionals and Engineers in the Department of Public Works;

Attends construction meetings to monitor progress on capital projects, particularly adherence to project specifications;

Maintains liaison with other county, municipal, state and federal agencies as they relate to capital project implementation;

Works with the Law Department on consultant contracts to ensure capital bond legislation correctly defines the project scope and its justification;

Maintains liaison with the Budget Office for projects under area of assignment to ensure coordination of funding in all phases of the capital project from inception of the project to completion (i.e. appropriation, fiscal impact, bonding, construction);

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates construction projects with the General Maintenance division of the department, as needed;

Coordinates environmental reviews and other required project elements with the Department of Planning and in accordance with capital construction planning standards used throughout the County;

Performs park and landscape design by using CAD and other design materials;

Monitors project process during all phases of construction to ensure technical specifications are followed and in approving payment of contracts;

Reviews financials of bonded projects to ensure that expenses are authorized and charged to the proper accounts;

Represents department in meetings with outside contractors and vendors as well as other County departments;

Creates and maintain various status sheets, charts and data bases to keep all affiliated departments current on the status of all projects;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough of knowledge of the elements and factors involved in the renovation and construction of public improvement projects; good knowledge of the procedures associated with capital project management in the public sector; good knowledge of construction estimating including relative cost of materials related to useful life; good knowledge of the principles of and practices of contract preparation; good knowledge of architectural design theories and practices as applicable to parks, plazas, sidewalks and adjoining landscape areas; ability to identify specific factors and conditions of proposed and/or existing public improvement projects to evaluate and analyze conditions affecting their existence; ability to prepare rough designs and maps concerning a proposed public improvement; ability to follow complex oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; initiative; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* in Urban Design, Landscape Architecture, Architecture, Planning or Engineering and five years of experience in the planning and designing of parks or similar facilities; or (b) a Bachelor's Degree* and six years of experience as described in (a).

SUBSTITUTIONS: A five year Bachelor's Degree in Landscape Architecture or Architecture may be substituted for one year of the required experience. A Professional Engineer's License may be substituted for four years of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.