

Onion Creek Metropolitan Park District and Onion Creek Metropolitan Park Park Manager Service Cover Letter

The Onion Creek Metro Park District is a unique private and public partnership between the City of Austin and Austin Goodnight Ranch. This partnership will result in over 600 acres of public park land including trails, great lawns, lakes, pocket parks, nature preserves, family playgrounds and so much more.



What is the District?

Technically, the District is a political subdivision of the state created by SB 1872, 83rd Legislative Session, codified as Chapter 3924, Special District Local Laws Code and is a taxing district that funds the creation of up to 550 acres of premium quality public park and recreation facilities within the Metropolitan Park, and up to 120+ acres of public park, open space and tailored street-scapes within Goodnight Ranch. The District revenue provides for the ongoing operation and maintenance of these areas, activated greenspaces, recreational facilities and other places for soaking in the outdoors.

The District will be accepting and reviewing qualifications from candidates interested in the position of Park Manager until September 30th. The ideal candidate is passionate about parks, recreations and good environmental stewardship; highly organized and detail oriented with an ability to grasp big picture concepts and manage multifaceted goals and projects; willing to get their hands dirty and perform regular field visits; research innovative avenues to grow and evolve the District both in maintenance policies and procedures and also public grant procurement. The Park Manager services, in the early days, is envisioned as part time. As the District grows and evolves so too will the responsibility of the Park Manger. The position requires reliable, personal transportation, regular attendance to monthly board meetings, management of multiple service providers and the production of a monthly report summarizing District updates.

Qualifications are Due by 5 PM September 30th and can be received as hard copy to Benchmark, Attention: Park Manger RFQ, 610 West 5th Street Austin, Texas 78701 or at ParkManagerOCMPD@gmail.com.

Onion Creek Metropolitan Park District and Onion Creek Metropolitan Park Park Manager Service Description

Under general direction of the Onion Creek Metropolitan Park Board, the Park Manager oversees and manages the daily operations, enhancement and maintenance of all parks, ponds, athletic fields, playgrounds, streetscapes, facilities, irrigation, right-of-way's and medians. Supervises service providers and operators in the maintenance of the Onion Creek Metro Park District ("District") and Onion Creek Metropolitan Park ("Metropolitan"). This is a part-time position.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Service Functions & Other Important Duties:

- Oversees and manages the daily operations of the District and Metropolitan park including directing and monitoring of contracted service providers.
- Plans, organizes and implements maintenance schedules, work programs, bid specifications, contracts and agreements for various District and Metropolitan maintenance activities and renovations.
- Reviews project proposals; recommends annual fund designated for District and Metropolitan systems maintenance; manages and recommends ongoing supply and contractual purchases.
- Oversees and manages District and Metropolitan work orders and related applications.
- Inspects maintenance and project work in progress and upon completion.
- Liaisons and/or works with sports associations, community organizations and City, District and Metropolitan Boards and Commissions in matters concerning current, proposed and future utilization, maintenance and improvement of the District and Metropolitan parks and related properties.
- Monitors service providers and practices to achieve the most efficient care of the District and Metropolitan park system at the desired level of care. This includes projections for equipment replacement or capital improvements projects.
- Solicits, contracts and manages outside vendors and contractors to provide resources and services in conjunction with the District and Metropolitan Park Services Division responsibilities.
- Prepares, manages and monitors division budget. Coordinates with District and Metropolitan service providers and operators on maintenance projects in-year budget and future budgets.

Other Important Duties:

- Promotes department services, programs and activities at public events and meetings.
- Travels to inspect and oversee construction, repair and maintenance activities and to attend meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Attends Board Meetings.
- Prepares Monthly Park Manager's Report.
- Performs other related duties as assigned.

Service Requirements:

- Prepares, develops and monitors the budget.
- Recommends major and minor purchases and expenditures, developing specifications for product, price and services.
- Recommends and justifies capital expenditures.
- Develops short and long range plans.
- Monitors contracts and contractors.

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- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the service can be performed.
- Develops, revises and ensures compliance with safety and other standard operating procedures.
- Writes memos and correspondence to communicate as needed. Writes reports as necessary.
- Investigates customer or citizen complaints to determine validity and resolution.

Knowledge, Skills and Abilities:

- Knowledge of development, maintenance, construction, repair, and enhancement of public facilities, open spaces, athletic fields, parks, playgrounds, right of ways and medians.
- Knowledge of irrigation system maintenance.
- Knowledge of turf, native grasses and drought tolerant plant materials.
- Knowledge of project development, management and implementation.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of grounds keeping processes, policies and procedures.
- Knowledge of equipment and vehicles used in grounds keeping.
- Knowledge of supervisory techniques and principles.
- Knowledge of Federal, States and Local laws.
- Knowledge of City policies and procedures.
- Knowledge of fiscal planning and budget preparation.
- Ability and knowledge to forecast future needs of division and skill to develop and implement plans to adequately manage the District and Metropolitan Parks system.
- Ability to establish and maintain good working relationships with city employees, board members, District and Metropolitan service providers and operators and the public.
- Ability to work with frequent interruptions and changes in priorities with limited direction.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software.
- Skill in data analysis and problem solving.
- Skill in preparing effective oral and written communications.
- Skill in planning and implementing divisional procedures and objectives.
- Skill in researching, applying for and securing federal, state and local grants or other applicable and appropriate funding opportunities.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Horticulture, Landscape Architecture, Parks and Recreation, plus experience with park facilities maintenance management or administration experience or progressive volunteer management, 2 years experience in a supervisory role; **or** equivalent combination of education and experience.
- Possess a Certified Playground Safety Certification (CPSI) or the ability to obtain within 12 month of employment.
- Must possess a valid State of Texas Driver's License.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, small hand and power tools as well as personal vehicle.