



## **Parks and Recreation Planning Supervisor #03235**

City of Virginia Beach – Job Description

Date of Last Revision: 07-01-2023

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 15

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Supervise and/or serve as lead project manager for a variety of complex professional planning, design, and development projects and processes related to the activities assigned to the Planning, Design, and Development Division with the Department of Parks and Recreation.

### **Representative Work Functions and Responsibilities**

Manage professional and technical staff responsible for development review, parks and recreation facility design, landscape design, CIP project management, and to ensure that City standards are adhered to and that good design and construction practices are followed.

Responsible for the Parks and Recreation department Capital Improvement Program (CIP) project implementation.

Investigate and resolve difficult technical development and operational problems to keep design and project management activities functioning smoothly.

Provide design support including cost estimates for development of capital building projects, supervise project management, design, and inspection activities on complex projects to ensure that the projects meet City and other applicable standards.

Performs conceptual design work for parks and recreation facilities.

Reviews, processes and manages complex master plans, site plans, studies, and other proposals.

Provide technical response to user agencies and customers concerning specific projects to properly inform them as well as incorporate their input.

Review and approve design, consulting and construction contracts, expenditures, City Council agenda items and policy reports related to capital projects. Manage records and files to provide operational and capital cost accounting.

Assist division administrator with the development, implementation, and coordination of short and long-range strategic goals and objectives for the department.

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Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Ensure that available services are maintained at the highest level possible; formulate acceptable professional planning, design, and development related reports and documents; provide leadership and communicate with other staff members, individuals in other departments and the public in order that effective working relationships can be established and maintained; prepare reports and studies accurately and efficiently; respond in a timely and professional manner to queries from citizens, staff, and external agencies; effectively communicate both orally and in writing; ensure that departmental inquiries are handled in a timely and equitable manner; proactively identify and solve problems; and communicate effectively with management and staff.

### **Minimum Qualifications**

Requires any combination of education (above the high school level) and/or experience equivalent to ten (10) years in fields of planning, engineering, architecture and/or landscape architecture, utilizing the required knowledge, skills, and abilities and with significant applications of all phases of design and construction including project implementation.

Must possess certification as a Certified Planner, Professional Architect, Professional Engineer or Certified Landscape Architect.

Must have a current and valid driver's license.

### **Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

### **Knowledge-Skills-Abilities Required to Perform Satisfactorily**

#### **A. Knowledge**

1. Knowledge of the principles and practices of planning, design, and development of parks and recreation facilities.
2. Knowledge of administrative, management, and supervisory principles and techniques.
3. Knowledge of the preparation/administration of municipal operating and capital improvement budgets.
4. Knowledge of the principles and procedures of architecture, engineering, landscape architecture, and planning in all areas of municipal building development and construction including the following areas: programming, planning, schematic design, design development, construction documents, bidding, and administration of the construction contract.
5. Knowledge of city ordinances and policies governing Parks and Recreation programs/operations.
6. Knowledge of the application of current GIS information systems and mapping systems.
7. Knowledge of research and statistical analysis and techniques.
8. Knowledge of construction design standards and administrative procedures and their application to various capital projects including civil, architectural, site development and structural systems and components.

#### **B. Skills**

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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1. Skill in dealing with professional and technical personnel to resolve or negotiate contract disputes or development and construction problems on city building projects.
2. Skill in practices of planning and design of capital projects.
3. Skill in written, verbal, and graphic communication.
4. Skill in researching, interpreting data, and preparing and presenting written reports and correspondence.
5. Skill in statistical techniques and applications.
6. Skill in establishing and maintaining good working relationships with fellow employees, city staff, and the public.
7. Skill in computer applications.
8. Skill in leading, motivating, and training of employees.

### C. Abilities

1. Ability to communicate clearly and concisely in both written and oral forms.
2. Ability to maintain confidentiality.
3. Ability to prepare final reports for submittal to higher levels of management on city building projects, CIP budgets, city contracts and agreements, and citizen complaints on planning, construction, architectural, and environmental related problems.
4. Ability to read and interpret surveys, engineering plans, and architectural drawings, and formulate conclusions and recommendations.
5. Ability to effectively handle and resolve difficult and disagreeable complaints.
6. Ability to establish and maintain effective working relationships with department, with other city officials/employees, and with the general public and outside agencies.
7. Ability to work independently.
8. Ability to review recommendations of staff and arrive at a final decision.
9. Ability to train and supervise professional and technical staff.

### **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

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