

# EDMONTON

## Neighbourhood Park Development Coordinator Job Number: 12352

Do you enjoy Edmonton's rich variety of park spaces and facilities? The Park and Facility Development Section of Community Services coordinates the capital development and redevelopment of parks and recreation facilities directly or through partnerships to meet the recreation, sport, cultural and leisure needs of Edmonton's citizens. The section is seeking a qualified professional to work with community leagues, not for profit and other partner organizations to facilitate the development of a wide variety of neighbourhood and City park projects and facilities. Your strong community development, facilitation and project management skills will ensure that projects on parkland are coordinated and managed efficiently and effectively.

As the Neighbourhood Park Development Coordinator (Recreation Officer III), your responsibilities include:

- Developing, managing and overseeing the overall Neighbourhood Park Development Program and related capital programs and budget profiles
- Overall project coordination for a variety of partner and City led park and related facility development projects.
- Working with other civic departments, school boards, not for profit groups, private sector developers and consultants to ensure park projects meet the needs of citizens
- Acting as an advisor for capital projects within partner and community league license/lease boundaries from project proposal to final acceptance.
- Developing effective processes, principles and guidelines to ensure projects are managed and budgets are allocated in an equitable and efficient fashion
- Working with Project Management and Maintenance Services to complete concepts, feasibility study, schematic detail design and construction phases of a project.
- Conduct assigned research, prepare written reports, respond to Council inquiries and questions from the public

To visualize what it is like to be on our team, visit [The City of Edmonton Recreation & Sports Talent Hub](#)

### Qualifications:

As the successful candidate, you will possess the following qualifications:

- University degree in Recreation Administration, or Business Administration, or an equivalent degree showing relevancy to this position
- Minimum seven (7) years professional experience which includes a combination of community development, project management, facilitation skills, and proven ability to coordinate park and facility development projects
- Experience with capital/project budget coordination is a strong asset.
- Experience working with volunteer and not for profit organizations particularly in project management or development
- Knowledge of computer software applications such as Microsoft Word, PowerPoint, Posse and other related City operating programs
- Project management certification and/or training is an asset
- Excellent verbal and written communication skills, including report writing
- Strong consensus building, customer service and work prioritization skills
- Ability to establish and maintain effective working relationships in a multi-disciplinary team environment and with a broad spectrum of community and special interest groups
- Applicants will be required to arrange their own transportation, and where appropriate, will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance
- Possession of a valid Class 5 Alberta Motor Vehicle Operators License (or operators licensing equivalent recognized by the Operators Licensing and Vehicle Control Regulation Alta. Reg. 320/2002). Applicants may be required to arrange their own transportation and where appropriate will be reimbursed in accordance to City of Edmonton policy. This may require the applicant to obtain business use of auto insurance

**Hours of Work:** 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

**Salary Range:** 21M, Salary Grade: 029, \$38,993 - \$49,006 (Hourly), \$68,695.920 - \$86,336.320 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton

### General:

- Applicants may be tested
- Civic Service Union 52 members are requested to send a copy of their application for this competition to the union office
- The City of Edmonton thanks all applicants for their interest in this employment opportunity; however, only those candidates considered for the position will be contacted.
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at [www.newwestpartnershiptrade.ca/](http://www.newwestpartnershiptrade.ca/)

**Recruitment Consultant:** BB/AL

**Classification Title:** Recreation Officer III

**Posting Date:** May 9, 2013

**Closing Date - 11:00 p.m. MST on:** May 23, 2013

**Number of Openings (up to):** 1 - Permanent Full-time

**Union:** CSU 52

**Department:** Park & Facility Development (Community Services)

**Work Location(s):** CN Tower, 12th Floor, 10004 - 104 Ave, Edmonton T5J 0K1



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Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.