



Name		Department	Parks, Recreation, Forestry, Buildings and Grounds
Position Title	Parks, Forestry, and Natural Resources Manager		
FLSA	Exempt	Reports To	Deputy Director - Parks, Forestry, and Facilities
Pay Grade	13	Unit	Non-Represented
FTE	1.0 FTE		

Purpose of Position

The position of Parks, Forestry, and Natural Resources Manager is responsible for strategic planning, real estate transactions, complex projects, including ecologically sensitive areas, as well as ongoing development and promotion of the City’s parks, urban forest, and natural resources. This position will plan, manage, supervise, direct, and evaluate the City’s parks, forestry and natural areas system, operations, budgets, and personnel. Additionally, the employee implements long- and short-range planning objectives, program evaluation, and conducts community needs assessments. This position will work on securing funding and development programs for an environmentally diversified municipal system. Furthermore, this position directs and executes sustainable projects across habitat rich and hydraulically diverse landscapes, specifically as these apply to trail infrastructure, conservation habitat & ecological management of natural areas and marsh & wetland infrastructure. This position is expected to exercise a high degree of integrity, expertise, initiative, accountability, sound judgement and independent decision-making abilities.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Manages operations of the parks, forestry, and natural areas to ensure the success and implementation of City and departmental objectives. Directs personnel and activities of multiple divisions related to parks and forestry services, and the operation of municipal park facilities.
- Responsible for hiring, training, supervision scheduling, and evaluation of full and part time staff in the divisions of Parks and Forestry.
- Responsible for preparation of crews and equipment, response, and mitigation for all severe storm occurrences.
- Inspect and monitor all major programs, services, staff, and facilities on a regular basis to evaluate quality and efficiency of operations, systems, and compliance with operation standards.
- Develops and oversees the implementation of long-term park and property management plans that incorporate effective maintenance practices to meet community needs while utilizing sustainable land management practices in accordance with permitted land use, deed restrictions and zoning requirements.
- Implements operational maintenance of long-term plans to improve, promote, and develop conservation and restoration of native habitats within City parks, boulevards, bluffland, and marsh properties.
- Administers operational budget of approximately \$550,000. Forecasts department revenues and expenditures.
- Monitors resources to improve overall service delivery effectiveness.

- Oversees multiple funds including Capital Equipment Project (CEP), and Capital Improvement Project (CIP) funds. Manage the development, planning, design, implementation, and budget of CEP and CIP projects.
- Seek, pursue, and secure funding for capital projects through federal, state, corporate, local grant, and tax incremental district (TID) programs.
- Execute grant-funding agreements for projects in accordance with state and federal compliance regulations.
- Coordinate and supervise operation and maintenance of the City's 20,000 boulevard tree canopy.
- Develop, implement, and update comprehensive Urban Forest Management Plan.
- Responsible for department's 30 fleet vehicles, forestry equipment, tractor, mowers, and trailers along with leased heavy equipment.
- Schedules projects, prepares work orders, allocates personnel and equipment, monitors work in progress and checks completed projects, advises crews, prepare and administer request for proposals (RFP), manage service contracts, memorandums or understanding, and other similar documents.
- Identify, pursue, and negotiate real estate transactions, as well as develop easement contracts to enhance property connectivity.
- Strategically balance the intentions of the City, special-interest groups including Friends of the Marsh, Outdoor Recreation Alliance, Friends of Riverside Friendship Gardens, Friends of the Blufflands, neighborhood associations, and taxpayers as they apply to the City's park system (comprising of 47 parks, 50+ miles of year-round trails spanning across 2,600+ acres of public land.
- Maintain effective working relationships with outside entities such as the US Fish & Wildlife Department, Army Corp of Engineers, Department of Natural Resources, Burlington Northern Railroad, etc. to accomplish projects with increasing levels of complexity and/or in ecologically sensitive areas.
- Maintain financial records, including revenue and fees generated by programs, program operational costs, facility revenue and expense schedules, budget projections, and analyses.
- Trusted advisor to Mayor and City Council members with regards to the status, direction and opportunities involving major and/or sensitive projects within scope of responsibilities.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Interpreting and applying City policies and procedures.
- Promoting and enforcing safe work practices.
- Prepare memos, letters, reports, spreadsheets, and other correspondence.
- Answer telephone and assist members of the public.
- Attends training as assigned.
- Facilitate public input sessions and presentations.

- Attends meetings as needed.
- Performs other duties as assigned or as necessary.

Minimum Training & Experience Requirements

- Bachelor's degree in Recreation Management, Physical Education, Parks Administration, or related field from an accredited college, plus two (2) years' experience developing and implementing recreational programs and activities involving aquatic facilities.
- Prior supervisory or leadership experience preferred.
- Must obtain a Certified Park and Recreation Professional (CPRP) National Certification within two (2) years of hire.
- Must obtain an Aquatic Facility Operator (AFO) certification within six (6) months of hire.
- Valid motor vehicle license required.
- First Aid and CPR certification required.
- Proficient in Microsoft Office.
- Ability to communicate orally, and in writing with supervisors, staff, City employees, and the public.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiate, measure, assemble, copy, record and transcribe information and data.
- Ability to classify, compute, and tabulate data.
- Ability to counsel, treat, and mediate, and/or provide first line supervision.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situation.
- Ability to utilize a wide variety of advisory data and information such as budget reports, timesheets, job applications, performance evaluations, safety and personnel policies, payroll records, registration lists, brochures, newspaper copy, event schedules, staff reports, program recommendations, billing statement, receipts, financial reports, grant applications, city maps, state and federal environmental regulations, fee schedules, facility use requests, tax reports, computer software operating manuals, equipment manuals, rule books, plan specifications, blue prints, land plats, recreation books/manuals, program forms, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and/or in writing with program participants, parents, school personnel, business organizations, state and federal organization, recreation organizations, sports clubs, volunteers, various city departments, professional associations, engineers, architects, construction representatives, park and recreation staff, news media representatives, council members, and the public.

- Ability to conduct presentations to the public, common council, or other various audiences.

Mathematical Ability

- Ability to add and subtract, multiply, and divide along with the ability to calculate percentages, fractions, and decimals.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgement, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Ability

- Ability to operate a variety of office equipment including computer, telephone, fax machine, calculator/adding machine, phone identification camera, laminator, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.
- Ability to recognize and identify individual characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.