



Capital Project Coordinator - Parks Planning

Renton, Washington

For more details and to apply online, click here: www.Rentonwa/jobs

Closes: September 15, 2017

JOB SUMMARY

The Parks Planning and Natural Resources Division within the Community Services Department is responsible for the citywide urban forestry program and the planning, acquisition, development, and major maintenance of the City's parks, trails, natural areas. The park and natural area system is comprised of 32 developed parks, 13 miles of trails, and several major natural areas totaling 1,227 acres. While the 55 acre Gene Coulon Memorial Beach Park anchors the south shore of Lake Washington, the Cedar River Corridor includes 8 developed parks, an 18-hole golf course, over 250 acres of open space and 4.5 miles of trails. Four countywide regional trails link to Renton: Eastside Rail Corridor, Lake to Sound Trail, Cedar River Trail and the Soos Creek Trail.

Under the direction of the Parks Planning and Natural Resources Director, this position will manage design and construction contracts and perform project management functions in support of the capital improvement program. Experience in applying for and administering grant funding to leverage capital improvement funding is desirable. The position will also assist in performing short and long range planning functions related to the Parks, Recreation and Natural Areas Plan and park master plan development. Candidate must have excellent communication skills and experience in facilitating public meetings and making presentations.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS:

- Bachelor's degree in landscape architecture, urban or regional planning, construction management, or related field.
- Five years of progressively responsible experience in contract administration and project management experience, three of which are directly related to parks, natural areas, trails planning,
- Or nine years of relevant education and experience.
- At least three years' experience in the grants application and management process, grant-writing and grant presentations.
- Landscape Architecture License desired.
- Public sector experience desirable.