



OVERTON PARK

CONSERVANCY

Position Description

Title: Director of Operations and Capital Improvements

Posted: 09/11/2013 Open until filled

Position Summary:

Reporting to the Executive Director, the Director of Operations and Capital Improvements of Overton Park Conservancy will be responsible for maintaining and improving park amenities for public use, supervising the planning and construction of capital projects, and other duties as assigned by the Executive Director.

Key Duties and Responsibilities:

- Plan, organize, and coordinate Park operations to support policies and goals set by Overton Park Conservancy management and Board of Directors
- In collaboration with the Executive Director, develop short- and long-range plans for Park Operations, including analysis of resources needed and metrics for evaluation of effectiveness
- Develop sustainable management practices consistent with the overall goals of the organization; research best practices in park operations and maintenance, including evaluating the work of other local and national parks/institutions
- Inspect, maintain, repair, and improve park facilities (including restrooms, playgrounds, lawns, gardens, and trails) in order to provide a safe, functional and welcoming environment for the public
- Investigate and take appropriate action in response to public complaints or inquiries; initiate improvements to eliminate continuing problems; recommend new and revised rules, policies and procedures to respond to changes in operational/program needs, objectives and priorities and to improve the effectiveness of operations and programs
- Supervise the planning and construction of new park facilities and other capital projects, ensuring projects are executed according to plans and established budgets
- Develop and administer budget for park operations and maintenance; analyze and evaluate costs to operate efficiently and within budgeted expenses; evaluate existing programs based on expenditures compared to benefits
- Assist in the development of Old Forest State Natural Area management plan and oversee the implementation of the plan; serve as liaison to the Tennessee Department of Environment & Conservation to address ecological and other issues relating to the Old Forest SNA
- Serve as liaison to City of Memphis in all routine matters relating to park operations and maintenance
- Report all public safety threats to the Memphis Police Department; develop and implement strategies to improve public safety/security in the park
- Coordinate routinely with Director of Events & Volunteers to prepare sites for special events and facility rentals in order to enhance customer experience and maximize revenue while maintaining park grounds for all users

- Identify opportunities to engage volunteers in Overton Park Conservancy's work; coordinate with Director of Events & Volunteers to recruit, train, supervise and train volunteers
- Coordinate with Director of Communications to keep public informed about progress of projects and ongoing park operations

Qualification Requirements:

Education and/or Experience

- Three to five years of operations experience in a related field, including parks & recreation, grounds maintenance, horticulture, landscaping, turf management, tree care and/or facility maintenance
- Knowledge of budget planning and administration
- Knowledge of park, horticulture, and forestry management
- Ability to supervise contractors assigned to carry out operations, maintenance and capital project activities
- Ability to communicate effectively on behalf of Overton Park Conservancy to the public, staff and board members, both orally and in writing
- Ability to drive to and walk within work locations to check job sites or complaint areas, and to carry out routine inspections of entire managed area, including Old Forest trails

Personal Characteristics

- Effective interpersonal skills dealing with people at various levels within the organization, as well as external stakeholders, including private entities, conservation and advocacy organizations, corporate sponsors, general public and the media
- Demonstrated problem-solving skills
- Ability to engage in long-range, strategic planning while attending to details of day-to-day tasks
- Proactive self-starter; takes initiative to identify and address needs
- Highly organized; efficient; productive; follows through on commitments and assignments
- Flexible, adaptable and able to work without close supervision
- Dependable; trustworthy; uses good judgment

This is a full-time position requiring no less than 40 hours per week. Work is both in an indoor environment and in an outdoor park setting. Outdoor work involves moderate risks or discomforts that require special safety precautions, e.g., working under extreme outdoor weather conditions. Frequent weekend and evening work may be required.

Work requires some physical exertion such as hiking, climbing, lifting, carrying, bending, stooping, stretching, or similar activities.

Salary commensurate with experience.

Overton Park Conservancy is an Equal Opportunity Employer.

How to Apply:

Send cover letter, resume and salary requirements to:

hr@overtonpark.org - or -

Human Resources, Overton Park Conservancy, 1914 Poplar Avenue, Suite 202, Memphis, TN 38104