**Job Description: Vice President of Parks, Plazas & Green Spaces**

The Vice President of Parks, Plazas and Green Spaces of Downtown Baltimore of Baltimore (DPOB) has responsibility for managing the operations of various outdoor spaces within the 106 Block area of the Downtown Management Authority (DMA). Reporting to the Chief of Operations Management the Vice President of Parks, Plazas & Green Spaces will work closely with the leaders of the Capital Projects, Hospitality and Safety, Public Space Maintenance, Homeless Outreach, and Marketing and Economic Development areas to improve the cleanliness, beautification, and maintenance of park spaces, as well as overseeing placemaking projects to make immediate positive impact on the spaces.

**Essential Functions:**

* Direct supervision of Director, Parks Plazas & Green Spaces, with oversight of parks team – daily tasks in park spaces: cleaning, maintenance, beautification, detailing/landscaping, activation support, uniforms, scheduling, payroll, hiring, and equipment maintenance.
* Reviews and approves Director prepared schedules, assignments and requests for Park Leaders and Park Stewards.
* Routinely inspects park spaces to ensure compliance with DPOB SOPs for daily and seasonal operations and goals.
* Management of Parks, Plazas & Green Spaces budgets related to DMA parks and plazas.
* Oversight and planning of seasonal projects in park spaces: ordering plants, planting schedule, mulching, leaf collection, striking, placemaking, special projects, and snow and ice removal.
* Management of Parks Team support of events and activations in park spaces, well as all other Downtown Partnership events, as necessary.
* Conducts unscheduled inspections of park spaces and events, reporting those findings and recommendations to Director, Park Leaders, and Park Stewards.
* Administration of all Parks, Plazas & Green Space contracts. (Electricity, tree lighting projects, rodent control, landscaping, etc.). Coordination with Finance in regard to vendor documentation, invoices and payment terms.
* Planning and implementing special projects that will enhance Downtown Partnership controlled spaces with amenities for employees, residents, and visitors. Special Projects can include but are not limited to: new plantings/landscaping designs, seating areas, furniture, kiosk build-out and installation, and tree lighting projects.
* Managing relationships with City agencies in regard to usage agreements and City vendor contracts for open spaces.
* Build positive working relationships with park space stakeholders.
* Liaison with Finance Team on the management of Center Plaza Foundation Board meetings, and related Parks, Plazas and Green Spaces budgets.
* Collect and analyze data utilizing Excel so it can be extrapolated both into data models and for purposes of Geographical Informational Studies (GIS) mapping.
* Identify DMA parcels not well maintained and initiate clean-up, beautification, and maintenance plans. When appropriate, solicit partners for financial and volunteer support for projects.
* Management of decorative lighting installations in several Downtown Partnership controlled spaces.
* Researching other cities and organizations for ideas to activate and promote parks.
* As requested, assist the COM in staffing the Parks Committee, and serve on other front facing external committees.

**Responsibilities:**

* Drafts and revises Standard Operating Procedures (SOPs) which provide guidance and structure to Parks Team Personnel, while requiring consistent standards for goals of the Parks, Plazas & Green Spaces Team Program.
* Collaborates with the Human Resources to create external pipelines to support the hiring of returning citizens and other similarly situated individuals for the Parks Team.
* Develops and revises the implementation of the Maintenance Training Program in conjunction with Director of Parks, Plazas & Green Spaces.
* Collaborates with Vice Presidents and Directors of the Capital Projects, Hospitality and Safety, Clean, Homeless Outreach, and Marketing and Economic Development teams to contribute to DPOB/DMA projects.
* Collaborates and coordinates with the Department of Recreation and Parks, Department of Public Works, and other city and local agencies to assist or supplement existing Public Space maintenance and cleaning efforts.
* Develops and monitors data collection methods to effectively manage, prioritize, forecast trends regarding park spaces.
* Through the provision of data and collaboration and working with the Special Assistant to the COM, creates a model to monitor effectiveness of daily tasks.
* Represents DPOB in meetings with stakeholders, property owners, residents, businesses, public officials, and other community organizations.
* Researches best practices in other cities and make recommendations to the COM for policies and procedures that may be applicable to DPOB regarding outdoor space initiatives.
* Administer and implement both Parks, Plazas & Green Spaces and Center Plaza Foundation budgets, to include a monthly review of both with the COM to ensure spending levels comply with annual DPOB/DMA budgets.
* Evaluates all purchases in regard to inventory, equipment, vehicles along with all record keeping for warranties and related maintenance.
* Collaborates with Director to manage and review employee timecards for completeness and adherence to policy for payroll related activities while evaluating the impact of approved time off on team member schedules.
* In conjunction with Human Resources, conducts interviews and recommends candidates for employment; support the on-boarding of all new employees.
* Collaborates with the Capital Projects, Hospitality and Safety, Clean, Homeless Outreach, and Marketing and Economic Development on the branding and purchase of Parks Team uniforms.
* Designs a service maintenance schedule for all equipment and vehicles.
* Develops and oversees an inventory control system designed to minimize loss, theft and misuse; and regularly monitors budgeted expenditures to ensure prudent and efficient use of funds.
* When necessary, steps in and performs the duties of a frontline Parks Team employee in the field to include all daily tasks.
* Collaborates with others within the Operations Division, Vice Presidents and Directors, with programs honoring DPOB’s Operations Team to include Employee of the Quarter, Employee of the Year, Orioles Night Out.
* Acts as backup receptionist for the front reception desk (required of all administrative employees).
* The list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties and responsibilities deemed appropriate or necessary to support the needs of the organization

**Qualifications**

* Bachelor’s degree, preference for business, or similar field with 10 or more years of experience
* Master’s Degree (MBA or MPA preferred) can substitute for 2 years of experience
* Excellent leadership and strategic planning skills
* Strong proficiency with Microsoft Office, PowerBi and/or PowerPoint
* Excellent analytical, problem-solving and decision-making skills
* Baltimore City metropolitan area resident preferred

**Skills and Experience:**

* Minimum of 5 years’ experience in field of outdoor space management
* Demonstrated management experience regarding the recruitment, training and supervision of semi-skilled personnel
* Prior management experience to include people and projects
* Ability to handle multiple priorities and deadlines in a fast-paced environment
* Demonstrate above average to excellent written and verbal communication skills.
* Maryland Driver’s License w/Clean Driving record of 2 points or fewer

**Position Type/Expected Work Hours**

This is a full-time Exempt position on site at DPOB - 20 S. Charles Street, Baltimore, MD 21202.

Occasional evening and weekend work may be required as the job duties demand.

The role reports to the Chief of Operations Management.

**Physical Demands**

The duties of this position require the employee to support, supervise and provide oversight of CSA personnel in the field in a variety of harsh weather conditions to include snow, sleet, rain and extreme heat or cold. The employee must possess the ability to bend and stretch and lift bulky items of light to moderately heavy weight. The employee will regularly use arms, hands, and fingers in a range of duties to include use of computer keyboard, telephone, radio and copier. The ability to perform the job function requires vision levels to include close, distance and peripheral vision.