

FAIRVIEW PARK PLAN ADMINISTRATOR

JOB SUMMARY

Under direction, an incumbent performs supervisory and administrative work in the development and improvement of Fairview Park; acts as an advocate for Fairview Park and for the implementation of the Fairview Park Master Plan; fosters and maintains effective relations with the community, City staff, Commissioners and City Council; and performs other related work as required.

CLASS CHARACTERISTICS

Responsibilities for the incumbent in this class involves the management, supervision, and coordination of efforts to implement and see through to completion the Fairview Park Master Plan, and to act as a representative and advocate of both Fairview Park and the Master Plan. Work involves restoration and preservation of Fairview Park as a rich and varied open space resource to serve the residents of Costa Mesa. Work also involves supervision and management of consultant/contract firms and may involve supervision of subordinate supervisors and skilled, semi-skilled and unskilled employees. The incumbent may also develop education programs to promote the resource management and development of Fairview Park. The incumbent exercises considerable independent judgment, discretion and ingenuity in raising funds, controlling costs and interpreting the needs and desires of the community. Work is performed under the general direction of the Public Services Director and is reviewed through conferences, reports, and results obtained.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Directs, plans, researches and organizes the activities of Fairview Park design and construction in accordance with current Council policy; may manage projects involving design and construction of facilities and structures.

Supervises the design and improvement of all Fairview Park facilities, including general park areas, natural preserve areas, museums, playgrounds, parking lots, trees, landscaped areas and related facilities.

Facilitates and conducts public meeting to obtain input on the different elements of the Fairview Park Master Plan.

Acts as Project Manager in planning, designing, developing, and construction elements of the Fairview Park Master Plan; oversees inspection of the various construction projects.

Coordinates park design with recreation activities, maintenance needs, school needs and other community needs.

Increases community involvement with Fairview Park through developing and implementing interpretive, historical and educational programs; may strategize and develop community outreach programs.



CITY OF COSTA MESA

CALIFORNIA 92628-1200

P.O. BOX 1200

FROM THE OFFICE OF THE CITY CLERK

**IF YOU ARE INTERESTED IN VIEWING THE REMAINDER
OF THE THIS DOCUMENT
PLEASE CONTACT THE CITY CLERK'S OFFICE
AT (714) 754-5221**