

Job Title	Program Lead, Open Spaces		
Department:	Open Space & Agricultural Services		
Division:	Infrastructure & Operational Services	Reports to:	Manager, Open Space & Agricultural Services

POSITION PURPOSE SUMMARY

This position is responsible leading policies and projects related to open spaces including long-range planning, identifying strategic partnerships, land management, multi-year capital budget formulation and reporting, plan reviews, and capital project implementation. It requires considerable independence, initiative, and discretion within both established guidelines and non-structured situations. There is a high emphasis on cross-functional job requirements as the position impacts various planning and operational areas.

KEY DUTIES AND RESPONSIBILITIES

People Leadership (20%)

- Cultivates a culture of excellence in customer service.
- Creates an open, positive working environment to stimulate open discussion, which includes both in office, remote, or hybrid employees.
- Invests time in managing and developing people through career planning and professional development. Provides insightful, motivating, and constructive feedback, coaching, and guidance.
- Sets clear expectations, monitors, evaluates, and conduct annual performance reviews.
- Sets and delegates work responsibilities and tasks for staff.
- Provides rewards and recognition in alignment with the County's policies and procedures.
- Follows the HR policies and procedures when address performance or disciplinary or investigations and considerations. .

Administers and Manages the County's Open Spaces (20%)

- Achieves the Open Space Plan vision, strategic goals, and objectives.
- Develops and reviews policies and procedures related to open space planning and development as required to achieve Council vision and goals.
- Advises and makes recommendations on the implementation of approved policies, guidelines, and standards on open space, parks, and trail projects.
- Coordinates and reports on all projects and interdisciplinary studies related to the Open Space Plan.
- Develops policies and bylaws for open spaces, park and trails
- Acts as a resource for internal referrals related to open space for planning, development, and subdivision.
- Presents reports on open space initiatives to leadership team and Council, as required.
- Handles and responds to public inquiries.

Develops Multi-Year Capital Budget and Implementation Plans (20%)

- Prepares annual operating and multi-year capital budgets work plans, monitors progress, provides financial reporting, and ensures project implementation.

- Supports optimal resource allocations, including capital investment in asset lifecycle and replacement in the multi-year capital budget, through strategic long-term capital planning.
- Evaluates projects in alignment with Council and community input, strategic importance, environmental considerations, community well-being and other factors.

Relationships and Engagement (20%)

This position impacts various planning and operation areas and is required to work cross-functionally with various internal stakeholders.

- Liaises with the community and develops professional relationships to achieve effective partnerships to meet open space goals and objectives.
- Engages with all internal and external stakeholders to ensure project success.
- Prepares and coordinates public engagement and communication initiatives as required for open space plans and projects.
- Represents the County or delegates representation on regional initiatives such as the River Valley Alliance and Alberta TrailNet.

Project Management (15%)

- Manages complicated projects with multiple and sometimes conflicting stakeholders. Accountable for open space planning and capital projects, including the coordination of permits, approvals, detailed designs, tendering, and fiscal reporting.
- Coordinates all applicable site meetings for contracted work to ensure work is completed following Sturgeon County Policy and Procedures
- Collaborates with stakeholders and departments; and manages consultants on open space projects.
- Collaborates with finance partners to maintain a framework for project budget monitoring and cost allocations.
- Makes effective recommendations on hiring decisions with Manager within approved roles, working in collaboration with the HR team.
- Leads and coordinates staff on special initiatives and projects.

Other Related Duties (5%)

- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.

REPORTING RELATIONSHIPS

The following job titles and/or specific positions listed may, from time-to-time, be amended, altered, or changed by the Employer to meet its business, administrative, operational, or regulatory needs.

Please check only one of the following, completing the position titles in the right-hand column as applicable.

<input checked="" type="checkbox"/>	Position provides leadership and direct supervision (i.e., monitoring and assessing work performance, coaching, providing performance feedback, disciplinary authority).	<ul style="list-style-type: none"> • Parks Project Advisor • Temporary staff • Oversight of external Contractors (not formal supervision)
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<input type="checkbox"/>	Position provides day-to-day direction related to scheduling, assigning, and coordinating work, may provide mentoring and performance feedback input to a manager or supervisor.	•
<input type="checkbox"/>	Position provides occasional advice and/or guidance to co-workers, citizens, the public, or other staff. No formal supervisory responsibilities.	

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

The following are ***required*** in this position:

Knowledge	<ul style="list-style-type: none"> • In-depth knowledge of general principles and practices of urban planning and environmental/open space planning. • In-depth understanding of project planning and project management principles and concepts. • Understanding the general principles of motivating, leading, and supervising staff.
Education and Qualifications	<ul style="list-style-type: none"> • Post-secondary degree in landscape architecture, urban planning, environmental science, recreation administration or a related degree with a focus on parks, trails, and open spaces management. • Eligibility for membership in the Canadian Institute of Planners (CIP).
Other Skills or Abilities	<ul style="list-style-type: none"> • Ability to prioritize and manage time effectively, working well and effectively under pressure with competing priorities while meeting deadlines, including strong project management and organizational skills and the ability to motivate others towards achieving a common goal. • Ability to communicate effectively using courtesy, tact, and discretion in dealing with requests, complaints, and the ability to clarify information utilizing strong verbal and written interpersonal communication skills. • Ability to exercise and apply sound judgment, solve complex problems, take initiative, and make informed decisions. • Proven ability to research and effectively analyze/interpret/synthesize complex and often divergent information to determine potential opportunities, exposures, and risks. • Ability to work in a team environment or independently, with the ability to take initiative and be self-motivated, and demonstrate a commitment to continual learning. • Proven ability to reach agreement with others in an objective, logical and sensible manner. • Ability to professionally engage, generate common understanding, create a shared vision, and build working relationships in an environment of diverse stakeholders. • Ability to maintain confidentiality. • Attention to detail. • Ability to review referred statutory and non-statutory planning documents for open space insights while being in alignment with the County's open spaces policies, work plans, and applicable legislation and regulations. • Efficient in navigating databases and inventory software with solid knowledge of all Microsoft Office Programs.
Related Experience	<ul style="list-style-type: none"> • Minimum of 5 years of progressive and related experience, including developing and managing capital budget priorities and recommendations, building consensus amongst

a broad range of stakeholders (including the public), and experience helping landowners understand complex land use regulations and policies.

The following are considered ***assets or preferences*** in this position:

Knowledge	•
Education and Qualifications	<ul style="list-style-type: none"> • International Association of Public Participation (IAP2) and Project Management Certification would be considered an asset. • Knowledge of the Municipal Government Act and budget management would be considered an asset.
Other Skills or Abilities	•
Related Experience	•

WORKING ENVIRONMENT AND PHYSICAL EFFORTS

Working Environment	<ul style="list-style-type: none"> • This position works primarily in an office or office-like environment. • Travel throughout the County will be required to conduct site visits and meetings. • The working environment is deadline driven and involves multitasking and managing priorities.
Physical Efforts	<ul style="list-style-type: none"> • This position works primarily indoors, with limited physical requirements of walking, bending, standing, or reaching. • This position may have longer periods of time sitting/standing at a desk with visual concentration, but the position has control over when to take breaks. • Interruptions and distractions occur but are not expected to interfere with the ability to complete the work required.