



Arapahoe County  
Open Spaces Director

**ARAPAHOE COUNTY**

<b>SALARY</b>	\$4,867.00 - \$7,791.04 Biweekly \$126,542.00 - \$202,567.00 Annually	<b>LOCATION</b>	80112, CO
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	05495
<b>DEPARTMENT</b>	Open Space	<b>OPENING DATE</b>	12/04/2023
<b>CLOSING DATE</b>	Continuous		

**Description**

**This posting has been re-opened and if you have already applied within the last six (6) months, you will not be able to apply to this posting again.**

**\*\*This posting is open until filled\*\***

**This position is not anticipated to start until after Jan 1, 2024.**

The Open Spaces Director is accountable for the administration of effective Open Spaces programs and strategies. Responsible for providing consultative and project-oriented support, planning, and problem solving to the Arapahoe County Board of County Commissioners (BOCC), the Open Spaces and Trails Advisory Board (OSTAB), the County Fairground Steering Committee, CSU Extension, other County departments, Community Groups and coalitions, and ensuring County compliance with citizen mandates in regard to Open Spaces.

**Duties**

Operational Oversight

- Manages the Open Spaces program, Heritage Properties, Fairgrounds and Fair, Recreation District management. Advises the County on the most effective and efficient operation of an Open Spaces program, recreation district, county fair, heritage district, and other park and recreation functions. Provides overall leadership for facilitating the development and management of short-term and long-term goals, objectives, strategies and core values for Arapahoe County rural Parks, Open Lands, Trails, and Fairgrounds.

Fund Management

- Responsible for the preparation and monitoring of the Open Spaces fund with its discreet areas, the Recreation District funds, the County Fair, the Arapahoe County Conservation Trust funds as well as the County's Cash in Lieu funds. Leads and/or participates in cross functional teams and working groups on planning for investments for parks and Open Spaces including trail master planning and assists in securing trail and park construction funding through grant writing and building partnerships. Oversees grant applications and assist with implementation, reimbursement, and closeout. Coordinates with foundations and trusts to maximize Open Spaces funds.

## Resource Management

- Conducts and reviews resource inventories and identifies aspects of development that will have a significant impact on natural resources. Design natural resources management plans based on scientific and biological principles. Leads County initiatives to protect and enhance regional assets, such as river corridors, with a variety of governmental and non-governmental entities. Identifies and investigates potential Open Spaces land acquisitions in conjunction with the Advisory Committee. Coordinates with County municipalities on master plans to establish Open Spaces priorities in conjunction with the County Open Spaces program. Interacts with private property owners to ensure compatibility between public and private land uses. Participates in yearly audit.

## Policy and Procedure Oversight

- Develops and recommends policy and procedure for development, maintenance, and management of Arapahoe County Open Spaces lands. Monitors maintenance management plans on County owned land and conservation easements. Ensures the entire Open Spaces program follows County administrative policies and procedures.

Prepares and manages the annual Open Spaces budget. Monitors purchase orders, requisitions, and contracts. Performs project management and budget tracking of projects.

Performs supervisory functions including work assignment, training, performance evaluation, and employee issue resolution. Exercises discretion with all personnel issues and other sensitive Department information.

When assigned through the direction of the BoCC, will coordinate and/or facilitate Countywide projects or activities that involve multiple departments, offices and/or agencies.

Actively participate as a member of the E-team to develop partnerships, collaborate, and develop and identify opportunities to increase organizational effectiveness.

## **Skills, Abilities and Competencies:**

**Leadership:** Clearly sets expectations and delegates tasks and responsibilities, provides challenging assignments, holds development and performance discussions, motivates and coaches employees in development opportunities, fosters and supports open dialogue and differing opinions/perspectives. Able to put individuals in environments where they can be successful.

**Relationship Building and Influence:** Ability to quickly build effective and mutually respectful relationships with people from various backgrounds and personality styles. Uses diplomacy, tact and respect when communicating with individuals, especially during conflict or high tension situations. Collaborates with peers to find common ground to solve problems and easily gains trust and support.

**Service Oriented:** Dedicated to meeting the expectations of internal and external customers. Responds in timely and thorough manner, prioritizes needs, and ensures customer satisfaction at all times.

**Ideation:** Enjoys problem solving especially like solving organizational problems. Frequently anticipates what is going to happen and provides strategic options/solutions.

**Focus:** Able to select a direction, maintain that direction, and/or make corrections as necessary. Is goal-oriented by setting objectives and measuring progress toward those goals. Demonstrates determination in achieving goals to bring about appropriate change. Able to perform complex analysis in the achievement of goals.

## **Behavioral Competencies (these are required for all positions at ACG):**

Accountability

Accessibility

Inclusivity

Integrity

## **Requirements**

### **Education and Experience:**

- Bachelor's degree in planning, geography, conservation or business administration.

- 10+ years progressive experience in land development, acquisition, planning, and conservation in addition to project, fund, and resource management.
- 8+ yrs supervisory/management experience.

Any equivalent combination of education and work experience that satisfy the requirements of the job will be considered.

**Preferred Education and/or Experience:**

- Master's Degree.
- Background in real estate appraisal.

**Supplemental Information**

**Pre-Employment Additional Requirements:**

- Must successfully pass pre-employment testing which includes an acceptable motor vehicle record (MVR) and background check.
- Possession of or the ability to obtain a Colorado class "C" driver's license.
- Security clearance required: will require fingerprinting and a Colorado Bureau of Investigation (CBI) background check.

**Post-Employment Requirements:**

- Must be able to work some evenings and weekends.

**Work Environment:**

- Work is generally confined to a standard office environment with occasional exposure to hazardous road conditions and weather elements.

**Physical Demands:** The following are some of the physical demands commonly associated with this position.

- Spends 50% of the time sitting and 50% of the time either upright or walking.
- Occasionally lifts, carries, pulls or pushes up to 25 lbs.
- Occasionally uses cart, dolly, or other equipment to carry in excess of 25 lbs.
- Occasionally climbs, stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
- Verbal and auditory capacity enabling constant interpersonal communication through automated devices, such as telephones, radios, and similar; and in public meetings and personal interactions.
- Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
- Visual capacity enabling constant use of computer or other work-related equipment.

**Definitions:**

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists between 1/3 and 2/3 of the time.

Constantly: Activity exists more than 2/3 of the time.

**Toll Free Applicant Technical Support:** If you experience technical difficulty with the NEOGOV system (i.e. uploading or attaching documents to your online application), call NEOGOV technical support at 855-524-5627. Helpful hints: if you are having difficulty uploading or attaching documents to your application, first, ensure your documents are PDF or Microsoft Word files, and second, close the document before you attempt uploading (attaching) it.

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**Agency**

Arapahoe County

**Address**

5334 S. Prince Street

Littleton, Colorado, 80120

**Phone**

**Website**

## Open Spaces Director Supplemental Questionnaire

### \*QUESTION 1

Please choose the response that best describes your educational background.

- High School Graduate or GED
- Some college courses
- Associate Degree
- Associate Degree in Planning, Geography, Conservation or Business Administration
- Bachelor's Degree
- Bachelor's Degree in Planning, Geography, Conservation or Business Administration
- Master's Degree
- Master's Degree in Planning, Geography, Conservation or Business Administration

### \*QUESTION 2

Please choose the answer that best describes your years of progressive experience in land development, acquisition, planning, and conservation in addition to project, fund, and resource management.

- Less than 8 years of experience
- 8 years to less than 9 years of experience
- 9 years to less than 10 years of experience
- 10 years to less than 11 years of experience
- 11 years to less than 12 years of experience
- 12 years to less than 13 years of experience
- 13 years to less than 14 years of experience
- 14 or more years of experience

### \*QUESTION 3

Please describe your experience in land development, acquisition, planning, and conservation in addition to project, fund, and resource management.

### \*QUESTION 4

Please choose the answer that best describes your supervisory/management experience.

- Less than 6 years of experience
- 6 years to less than 7 years of experience
- 7 years to less than 8 years of experience
- 8 years to less than 9 years of experience
- 9 years to less than 10 years of experience
- 10 years to less than 11 years of experience
- 11 years to less than 12 years of experience

12 or more years of experience

**\*QUESTION 5**

**Please select the response that best describes your years of experience in public organizations.**

- No Experience
- Less than 1 year of experience
- 1 year to less than 2 years of experience
- 2 years to less than 3 years of experience
- 3 years to less than 4 years of experience
- 4 years to less than 5 years of experience
- 5 years to less than 6 years of experience
- 6 years to less than 7 years of experience
- 7 years to less than 8 years of experience
- 8 or more years of experience

**\*QUESTION 6**

**Please describe your experience in computer aided design systems, geographic information systems, mapping systems and blueprints.**

**\*QUESTION 7**

**Have you held a Senior level position where you have managed multiple layers of management within an organization?**

- Yes
- No

**\*QUESTION 8**

**Briefly describe how your professional experiences demonstrate the leadership skills needed to be successful in this role.**

**\*QUESTION 9**

**How do you build and maintain strong interpersonal relationships with your internal and external business partners and customers?**

**\*QUESTION 10**

**Do you have a current, valid driver's license?**

- Yes
- No

**\*QUESTION 11**

**If you don't have a current valid driver's license, are you able to obtain one within two (2) weeks of hire?**

- Yes
- No

**\*QUESTION 12**

**Have you received eight or more points within the past twelve months or twelve or more points within the past twenty-four months against your driving record?**

- Yes
- No

**\*QUESTION 13**

**How many moving traffic violations have you been cited for in the past two years?**

- Less than 3 violations
- 3 or 4 violations
- 5 or more violations

**\*QUESTION 14**

**In the past three years, have you had your driver's license revoked or suspended?**

- Yes
- No

\* Required Question