

Now Hiring

**Parks
Project
Coordinator**

Annually

\$123,719.96

-

\$167,385.92



City of
**Mountain
View**



BENEFITS

Comprehensive Benefits:

- Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance).
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction.
- Paid Parental Leave Pilot Program with up to 8 weeks paid leave.

Support for Continuous Learning & Development:

- Up to \$2,000 annually towards individual college courses or certificate programs
- Up to \$10,000 per year (with a \$20,000 lifetime max) towards a career-related college bachelor's or master's degree

Wellness and Engagement Culture:

- Access to an on-site employee gym.
- Incentive pay for participating in the City's wellness program.
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
- Ongoing commitment to robust internal communication and feedback.

What's the Role?

- Serve as the key contact for the Community Services Department, including representing the department throughout planning, design and construction phases.
- Assist in developing project budgets, manage contracts, and monitor progress on scope, schedule and spending.
- Coordinate community engagement efforts, including public meetings, stakeholder and surveys.
- Collaborate with other department including Public Works, Community Development, as well as consultants and community groups.

The Essentials

- Education equivalent to an associate's degree from an accredited college or university with major course work in urban or regional planning, environmental design, landscape architecture, construction design and/or management, horticulture, or a related field.
- Two years of related work experience in project management, park/facility development planning, or open space planning.
- Valid California Class C driver's license.

The Ideal Candidate



We are seeking a highly organized and collaborative professional who is passionate about creating exceptional parks and community spaces. The ideal candidate combines strong project management skills with a keen eye for detail and a commitment to public service. If you are experienced in guiding capital improvement projects through every phase along the way, like planning, design, construction, and community engagement, while skillfully balancing technical requirements and community expectations, this role may be for you! With excellent communication and interpersonal skills, you will build effective partnerships across departments, consultants, and residents, ensuring projects are delivered on time, within budget, and aligned with the Community Services Department's goals. Your proactive approach, flexibility, and dedication make you an invaluable advocate for the City of Mountain View's parks and open spaces.



City of Mountain View Mission Statement

**The City of Mountain View
provides quality services and
facilities that meet the needs
of a caring and diverse
community in a financially
responsible manner.**

City of Mountain View Organizational Values

**Provide exceptional service,
act with integrity and treat
others with respect.**



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Applications open now!

**Apply by 5:00 p.m. on August 25th to join
the City of Mountain View's Team**

governmentjobs.com/careers/mountainview