

I-195 REDEVELOPMENT DISTRICT

RESOLUTIONS TO CREATE POSITION OF PARK MANAGER

September 23, 2020

WHEREAS: The I-195 Redevelopment District (the “District”) was created and exists as a public corporation, governmental agency and public instrumentality of the State of Rhode Island and Providence Plantations under Chapter 64.14 of Title 42 of the General Laws of Rhode Island (the “Act”); and

WHEREAS: The Executive Director of the District has recommended to the District Commission (the “Commission”) that the position of Park Manager be created in connection with the Ownership by the District of Parcels P-2 and P-4..

NOW, THEREFORE, acting by and through its Commissioners, the District hereby resolves as follows:

RESOLVED: That the position of Park Manager be and it hereby is created, such position to have the duties and responsibilities outlined in the job description attached hereto as Exhibit A and that the Executive Director is authorized to hire an individual of her choosing to fill the position.

EXHIBIT A



Park Manager

Position Summary

The Park Manager assists with coordination of operations and management of the park located in the I-195 Redevelopment District (District). Responsibilities include, but are not limited to: coordinating and managing requests to use the park, vendor management, contractor coordination, tracking expenditures and park budget, and planning for and executing programming. This position will report to the Director of Operations.

The position will begin as a part-time, hourly position in the Fall of 2020, with the intention to transition to a full-time, salaried position in the future.

Responsibilities:

- Responsible for day-to-day management and operation of the park
- Coordinate park maintenance with other state agencies and manage District contractors, based on final division of responsibilities
- Manage vendors in the park (food and beverage, events, etc.)
- Proactively facilitate park programming – seek partnerships, focus on low-capital cost efforts. Starting in 2021, work toward a goal of three events weekly for summer, fall, and spring, increasing from there.
- Oversee requests and implementation of events and programming in park, negotiate contracts, schedule, etc.
- Assist with tracking expenditures and budget
- Assist with community and stakeholder relations
- Assist with contract compliance

Key Competencies

- Ability to implement program goals, objectives, policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Fiscal management and budget administration
- Resourceful team player, yet able to work effectively independently
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the vision for the park
- An interest in open spaces, placemaking, and urban redevelopment

Professional Qualifications

- High School Diploma (Bachelor's degree preferred) with three (3) to seven (7) years' experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.