

City of Oregon City		Position Description
Position: Parks & Recreation Deputy Director		Management
Department/Site: Parks and Recreation – City Hall		FLSA: Exempt
Evaluated by: Parks and Recreation Director		Salary Grade: 150

Classification Summary

The Parks and Recreation Deputy Director will plan, organize, manage, coordinate, and participate in providing a comprehensive program of recreation, parks, sports, and leisure activities for the community. Manage and evaluate programs, facilities, projects, and staff. In the absence of the Parks and Recreation Director, their duties will be assumed by the Deputy Director.

The Deputy Director is a supervisory management position responsible for assisting the department director in developing and implementing department/city goals and objectives. Integral services and areas of oversight include but are not limited to managing various recreation facilities, including swimming pools, spray parks, museums, community centers, cemeteries, and interpretive centers; developing, scheduling, and implementing a comprehensive program of special events, athletic, recreation and leisure services programs, and activities; develop and administer budgets; assist in acquisition and development of parks and open spaces; manage small and large CIP projects; prepare and administer grants; and other department administrative management functions.

The Deputy Director oversees the work of a team of regular, full-time recreation professionals, supplemented by seasonal help and independent contractors who deliver specific classes, programs, and services.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Assist the Parks and Recreation Director in developing and implementing goals and objectives. Guide a variety of aspects of parks and recreation services.
- Direct and coordinate the preparation of the department and/or major division of a department's budget; monitor expenditures and make adjustments as appropriate; oversee controls to ensure expenditures are in legal compliance and within the budget's authorized limits.
- Provide department-wide full supervision over supervisory, professional, and technical positions with executive responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging employees. Plan, manage, and evaluate the work of assigned staff. Develop, implement, and monitor work plans to achieve service goals and performance measures. Establish performance requirements.

- Assist in short- and long-range planning of the department; manage special projects or studies to meet the overall direction and objectives of the department. Plan and participate in developing park and recreation master plans, including services and capital enhancements.
- Consult with City manager, senior management, and elected officials on issues; collaborate with department director in establishing strategic direction and guides processes for critical functions/programs for a department.
- Evaluate internal departmental systems to ensure maximum efficiency and effectiveness; develop and establish department policies and code revisions.
- Develop partnering relationships with external entities to support department programs; meet with high-level, internal, and external, public and private officials to represent programs and secure funding.
- Develop, schedule, and implement a comprehensive program of special events, athletic, recreation, and leisure services programs and activities.
- Facilitate, oversee, implement, and evaluate the results of recreation needs assessments. Identify, develop, recommend, and implement curriculum and activities to meet those needs. Research new and innovative programs and trends and adapt and introduce programs to meet community needs.
- Prepare applications for various grants; administer approved grants; maintain knowledge of current and relevant grant processes, rules, regulations, and associated agencies.
- Develop and implement operating procedures for existing and new facilities.
- Represent the Department's interests on boards and committees; as necessary, represent the Parks and Recreation Director at meetings with City officials and administrators, community organizations and governmental agencies, citizens, and other groups or individuals.
- Assist with or directly supervise parks acquisition and development projects, small and large CIP projects, studies, and planning projects.
- Develop, communicate, and implement program schedules. Evaluate preliminary program schedules for registration and cost breakeven. Develop, oversee, and monitor registration and fee collection processes.
- Participate in and coordinate with various non-profit organizations, school officials, community groups, and others in offering programs and services.
- Receive, investigate, and resolve participant, volunteer, staff, citizen, community group, or community partner inquiries, concerns, complaints, and problems.

- Research, identify, and develop marketing and publicity plans and strategies for the City's recreation services. Oversee development and distribution of and write and edit media releases, pamphlets, flyers, newsletters, and other publicity materials for site activities, events, and programs.
- Maintain and update financial, statistical, and program-specific data, reports, and records. Develop and maintain computer-aided databases of program information, including demographic information of participants and the community in general.
- Coordinate use and scheduling of facilities and fields with community organizations and sports groups.
- Assure safe and efficient operation of facilities such as swimming pools and community use centers. Identify, direct, and resolve facility management/maintenance issues.
- Prepare complete, accurate, and concise written reports and correspondence.
- The Deputy Director must uphold the core values of collaboration, engagement, respect, transparency, and servant leadership. These guiding principles shape an organizational culture that deeply respects the diverse voices of Oregon City's residents.
- Perform assigned duties during emergency situations and other duties as assigned that support the overall objective of the position.

Minimum Qualifications

Knowledge

The position requires specialized knowledge of:

- Parks and recreation services' theories, principles, practices, techniques, and procedures.
- Methods and applications of project management.
- Park planning and development, land acquisition, and construction.
- Parks and open spaces management, operation, and stewardship.
- Recreation program origination, selection, design, and delivery.
- Trends in recreation, sport, and leisure activity programs.
- Research design and data collection methods for identifying program demand and trends.
- Procedures used in establishing optimal facility use schedules.
- Safety requirements applicable to leading individuals in recreational activity.
- Personal computers to access and use common office productivity software.
- Math skills to prepare cost summaries and statistics.
- Language skills to write course descriptions and promotional materials.
- Human relations skills to convey concepts, conduct training, and use courtesy when dealing with others.

Skills and Abilities

This position requires the ability to carry out, but is not limited to, the following functions:

- Plan, organize, manage, and integrate the activities of a large recreation program to meet City and department business and public service objectives.
- Plan, organize, manage, and implement parks and recreation facility projects, land acquisitions, and contracts.
- Read and interpret construction plans, drawings, and specifications.
- Plan, implement, and evaluate recreation programs and make sound recommendations for improvement.
- Organize work, set priorities, and exercise sound independent judgment within areas of responsibility. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions, and recommendations.
- Effectively prepare and present departmental reports, grants, and research projects. Develop, review, monitor, and control assigned budgets and revenue. Requires the ability to negotiate effectively on behalf of the City.
- Conduct program needs-assessment to identify potential recreation programs.
- Develop and apply the department's rules, regulations, policies, and procedures in connection with recreational activity.
- Facilitate activities with small groups in various programs.
- Coordinate and participate and partner with other community organizations to design and implement programs.
- Work as a contributing team member, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Excellent oral and written communication abilities.

Education, Training, and Experience

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university in Parks and Recreation, Facility Management, Public Administration, Planning, Business, Finance. A minimum of six (6) years of related parks and planning experience is required, including at least three (3) years of leadership experience as a manager or in a comparable role. Extensive experience in parks and recreation operations and a robust knowledge of park and facility construction and maintenance. Thorough understanding of applicable State, Federal, and Local laws involving playground safety, parks, and open space natural areas specifications. Or any combination of experience, education, and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Other Requirements

- Valid driver's license and ability to meet the City's driving standards.
- Pass a criminal background check.
- *Certification as a CPRP or CPRE through the National Recreation and Parks Association is preferred.*
- *Certification related to planning and development is preferred but not required.*
- *Will be required to occasionally work evenings and weekends. Duties will involve attending meetings or activities outside of typical working hours.*

Working Conditions / Physical and Mental Demands

Incumbent must be able to function indoors in an office or private home environment engaged primarily in work of a sedentary to moderately active nature. Requires frequent repetitive motions including, but not limited to, hand, wrist, and finger movements; daily walking, reaching, standing, talking, hearing, and seeing. Requires ambulatory ability to sit, walk, to move about office and city environs, and to lift, carry, push, and pull lightweight items.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.