

City of Oregon City

Position Description

Position: Parks and Recreation Director	Management
Department/Site: Cemetery/Parks, Pool, Pioneer Center	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 157

Summary

Plans, organizes, integrates, and directs the organization, programs, financial management, administration, personnel, and operations of the City's, park, recreation, aquatic, senior services, cemetery, and city building maintenance functions. Plans, directs, and coordinates services with other departments, governmental agencies, and community groups.

Distinguishing Career Features

The Parks and Recreation Director is a senior management position and part of a top administrative team, responsible for integrating all public services provided by the City for its citizens. Advancement to Director of Community Services is by way of appointment and compliance with the qualifications of the position.

Essential Duties and Responsibilities

- Plans, organizes, directs, establishes, and evaluates a full range of community services and leisure programs for the community. Establishes scope of services and standards for the department. Participates in the development of City-wide short and long range business plans, policies, and procedures as a member of the senior management team.
- Directs and participates in the assessing short and long-term, City-wide recreation program needs. Organizes and develops staff, and establishes programs and facilities to meet those needs. Ensures that strategic plans are consistent with the needs and demographics of the community.
- Plans and directs specialized recreation and community service programs such as those for senior citizens, special facilities such as swimming pools, spray parks, museums, community centers, cemeteries, and interpretive centers.
- Plans and directs the development, construction, and maintenance of 37 City-owned community parks, including sports and play fields and recreation facilities. Plans and directs the operation and maintenance of walking trails and community gardens.
- Directs and prepares proposed legislation and regulations on the use and care of City-owned parks.
- Directs, coordinates, and develops proposals for current and long term customer service, operating and capital improvement budgets. Participates in major negotiations with contractors, consultants, vendors and other public agencies.
- Establishes standards of performance for staff, provides for staff development, ensures adequate resources are available to facilitate staff performance, and reviews staff accomplishments.

- Serves as the City's representative to professional and community groups, and other agencies.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires specialized professional knowledge in the theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a comprehensive municipal parks and recreation program. Requires working knowledge of the principles, practices and techniques involved in the construction, maintenance and operation of parks, facilities, and trail systems. Requires in-depth knowledge of laws, regulations, and codes pertaining to park and recreation operations. Requires in-depth knowledge of the theory, principles, practices and modern trends in the fields of recreation, leisure and community services programs. Requires basic knowledge of the full range of functions performed by the City, including general management, financial, and public policy issues. Requires in-depth knowledge of research and analysis methods. Requires sufficient math skills to perform statistical and financial analysis. Requires sufficient knowledge of personal computer operations to direct to access and apply common desktop productivity software and administrative databases. Requires knowledge of community demographic and environmental issues influencing programs and strategic direction. Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires advanced knowledge and skill in the English language to prepare and deliver professional and influential written correspondence and reports. Requires well-developed human relation skill to deliver talks to large and diverse audiences, present ideas clearly, resolve conflict, manage and review performance.

▪ Abilities

Requires the ability to plan, direct, and integrate the sub-functions within the department, including, but not limited to comprehensive park operations, recreation and sports programming, senior services, museum, interpretive center, cemetery, and building maintenance program. Requires the ability to develop and administer business plans and budgets. Requires the ability to direct and perform difficult research and analysis. Requires the ability to understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to assigned community services in the City. Requires the ability to analyze, interpret and explain proposed legislation and programs and the implications and impact on departmental operations. Requires the ability to represent the City's interests in negotiations and other dealings on a variety of complex issues. Requires the ability to use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to visit remote sites and to work extended hours for the purpose of conducting meetings. Requires the ability to conduct performance reviews of subordinates in line with the accomplishments of the department. Requires the ability to present proposals and recommendations clearly, logically, and persuasively in public meetings. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and instructional media equipment. Requires the ability to lift objects of medium weight (less than 40 pounds) on an occasional basis. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training. Requires near visual acuity to read printed materials.

- **Education and Experience**

The position typically requires a Bachelor's degree in recreation, public administration and over eight years of progressive experience in a park and recreation environment, three of which must be in a managerial capacity. A Master's degree is preferred and may substitute for some experience.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

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.