

DIRECTOR OF PARKS AND RECREATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To plan, direct, manage and oversee the activities and operations of the Parks and Recreation Department including aquatics programs, community recreation activities, parks planning and maintenance and facility management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over supervisory, technical and clerical staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

1. Assume full management responsibility for all department services and activities including aquatics programs, community recreation activities, parks planning and maintenance and facility management; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Develop and administer City-wide recreation programs, social services and activities.
7. Ensure that pool lifeguards maintain current required certifications and participate in continuous training exercises.
8. Coordinate the recruitment, selection, hiring and training of seasonal employees for various parks and recreation programs; assign staff to appropriate program area.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

CITY OF FOREST GROVE
Director of Parks and Recreation (Continued)

11. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Parks and Recreation Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
13. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation administration.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive parks and recreation program including community recreation and parks planning.
Principles and practices of parks and recreation program development and administration.
Methods and techniques of parks planning and facilities maintenance.
Methods and techniques of developing and evaluating recreation programs to meet community needs.
Methods and techniques of directing social and recreational activities and services.
Methods and techniques of Aquatic Center functions.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive parks and recreation program.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Research, analyze and evaluate new service delivery methods and techniques.
Oversee the maintenance of parks and recreation facilities.
Negotiate and administer contracts.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, recreation administration or a related field.

Experience:

Six years of increasingly responsible parks and recreation program administration experience including three years of management and administrative responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting, and operate office equipment.

Vision: Vision sufficient to read computer screens and other printed documents, and to operate assigned equipment.