



Date: 12/31/2016 **Updated: 12/31/2022** **Date To Be Reviewed: Three Years – 12/31/2025**

Title of Document: 3.1.C LOPR_Staff Listing & Responsibilities

The following is a brief description of staff titles and areas of responsibilities. This document is intended to help educate new employees to the broad array of functions in the Parks Department.

MANAGEMENT SERVICES DIVISION

Director

- Council & City Manager Liaison
- Leadership Team Manager (Administration, Recreation & Services Division Deputy Director, Parks Division Deputy Director, ACC Manager, Parks Manager and Park Analyst/Project Manager)
- Approves leadership team timesheets & purchasing card statements
- Signs PO's \$1000 - \$10,000
- Signs contracts up to \$50,000
- Approves leave requests, payroll changes.
- Budget
- Parks, Recreation and Natural Resources Advisory Board liaison
- Unspecific Department complaints
- Questions on Park Projects
- Recommends new park rules for Council codification and approves requested exceptions to park rules, park use and reservations

Parks Analyst/Project Manager

- Parks Master, Site and Management Plan development
- Special projects
- Presentations and Community Interfacing
- Technical, Administrative and Project Management Support

ADMINISTRATION, RECREATION & SERVICES DIVISION

Deputy Director, Administration, Recreation & Services

- Oversees Management Services Division administrative resources



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PARKS & RECREATION

- Oversees Cultural, Outdoor, Luscher Farm, Special Events, Sports, Tennis and Golf Divisions
- Oversees Adult Community Center Recreation Programming
- Coordinates all Recreation Programs and Services Publicity
- Coordinates and oversees Department Marketing & Community Relations, Sponsorship development and implementation, and coordination with Arts Council

Administrative Assistant

- Contract Administration for Parks and Recreation programs
- Active Network Administration
- Parks Board - Parks, Recreation and Natural Resources Advisory Board secretary
- Anything to do with Policies and Guidelines
- Laserfiche Administration Records Retention
- Scholarship Program Administration (questions & processing scholarship applications)
- Front Desk Backup as necessary
- Park Donations and Memorials
- Manage Front Desk operations and coverage
- Manage Recreation Support training and coverage
- Support Special Projects
- Parks & Recreation City Website Updates.

Registrar/Admin. Support II, and PT Front Desk Staff

- Receptionist/Registrar
- Active Network class updates, info mgmt., customer updates/merges
- Special Permits for Events, Filming, Video, Photography in Parks or in the City
- Class Management (go, no-go – instructor & customer communication, record mgmt.)
- Processor of registrations, refunds, credits
- Daily close and deposit
- Petty cash disbursement & reconciliation
- Secondary admin support for department projects
- Purchases offices supplies
- Inventories, orders and organizes office supplies, receipts, letterhead, envelopes, business cards
- Checks out laptop, DVD player, INFOCUS projector and other media
- Customer Satisfaction Surveys



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- Active Net Class Creation and Rollover
 - Quarterly Reports Manual Tracking Entry
 - Support Projects as Needed
 - Program Promotion

Graphic Media Specialist, Administrative Support

- Daily mail & transport to and from City Hall
- Coordination with staff and art director for seasonal activities guides
- Graphic design for vehicle overlays, flyers, brochures
- Keeper of digital photo archives
- Digital camera, scanner operator, photo manipulation
- Checks out digital camera, laptop, DVD player, INFOCUS
- Photographer for department and programs
- Flyer, brochure creation for program support

Communications and Sponsorship Coordinator

- Establishes overall priorities, goals, and objectives for communication strategies for the Department.
- Works with Parks & Recreation Divisions to establish goals, objectives, and strategic direction for each of the divisions in the areas of communications, marketing, and sponsorship including all advertisement, promotion of recreation programs, and opportunities in parks, trails, and natural areas.
- Develops and implements the City's and the Department's communications strategy and public relations plan, including communicating plan to Department staff and ensuring plan is consistently carried out.
- Serves as liaison and coordinates significant Department initiatives and projects, including developing specialized public relations and communication plans between the Parks & Recreation Department and the City Manager's Office on the Communications Team, to ensure that all communications concerning public outreach, outreach plans, sensitive issues, and public initiatives align with City policies and practices.
- Formulates the Department's communications policies, procedures, and annual action plans to meet the Department's strategic goals.



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Update Approval Date: _____
Signature: _____

- Serves as the Department’s sponsorship lead, solicits, recruits and retains partners and sponsors through various efforts, including package development for businesses and individuals interested in financial partnerships with the Department.
- Works with Division Supervisors and Managers to assess needs for sponsorship funding opportunities, serves as the liaison between the sponsor and the Department, and secures revenue support for various programs and facilities.
- Advises Department staff on aspects of communications; prepares Department staff when requested to serve as a media spokesperson in coordination with the Public Information Office.
- Writes and develops presentations, talking points and outlines for Director, the Deputy Directors and key staff. Oversees the creation and distribution of written publications, including writing articles, preparing and/or editing publications and presentations. Leads the work of the Department Graphic Artist.
- Plans and prepares for public meetings; provides support and/or facilitation at public meetings as needed.
- Participates as a member of the City’s Communication Team and the Department’s Leadership Team.
- Coordinates with other agencies and leads Department staff in emergency communications.
- Performs other duties of a similar nature or level.

CULTURAL & OUTDOOR DIVISIONS

Cultural & Outdoor Division Supervisor

- Representative of Department Management Team
- Overall Programming Management Responsibility for:
 - Preschool & Youth, Teen, Camp Programs
 - Inclusion Services Program
 - Adult Cultural & Fitness Programs
 - Outdoor Recreation Programs
- Facility Management for Christ Church Parish (program rental facility) and Charlie S. Brown Water Sports Center
- Internal and External Customer Service
- Program Budget Oversight
- Program Promotion
- Program Data for Reports



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Signature: _____

PARKS & RECREATION

- Support Projects as Needed

Fitness Coordinator

- Lead for activity coordination
- Lead contact for instructional staff
- Equipment maintenance and purchases
- Program Promotion
- Activity Data for reporting
- Support Projects as Needed

Youth and Teen Program Coordinator

- Lead for Activity Coordination for:
 - Preschool & Youth, Teen, Camp Activities
 - Inclusion Service Coordination
- Lead Outdoor Activity Coordination
- Data for reporting
- Program Promotion
- Support Programs as Needed

SPORTS DIVISION

Sports Division & Tennis Center Supervisor

- Overall management responsibility for:
 - Sports Leagues
 - Youth Fitness programs
 - Youth and Adult Sports programs
 - Youth Sports camps
 - Tennis Center programs and reservations
- Facilities oversight: Swim Park and Tennis Center
- Facilitates coordination with L.O. School District and Parks staff for sports programming at multiple indoor and outdoor facilities
- Supervises 1 FTE; 55+ On-Call employees annually (includes year-round and seasonal positions)
- Manages program and sports officials contracts and oversees implementation of contractor services.



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Signature: _____

- Oversees separate division budgets: 1. Tennis Center (enterprise fund) and 2. Sports Division (general fund)
- Supports department projects and community outreach, as needed.
- Guides staff in developing and coordinating: marketing materials, staff trainings and program information and evaluation.
- Ensures data compilation and reporting.

Tennis Center Coordinator

- On-site lead for daily operations of facility.
- Communicates and coordinates facility maintenance needs with Parks.
- Responsible for the development, promotion and implementation of classes and programs.
- Organizes, promotes and manages all court use and reservations.
- Upholds best practices to reach budget goals and maintain parameters of enterprise fund.
- Responsible for inventory and purchasing of equipment.
- Directs the work of employees. Advises management on recruitment and development of staff.
- Responsible for overall communication with customers, instructors/teaching pros, staff.
- Acts as Lead Registrar for classes: Active Net class creation and rollover; catalog coordination, class management.
- Organizes and inputs data quarterly and annual reports.
- Supports Department projects and community outreach, as needed.
- Acts as staff liaison to group users of the facility such as Women's City League Board/team captains, Special Olympics, USTA.

Sports League Coordinator

- Coordinates all components of implementing multiple teen and adult sports leagues.
- Coordinates Adult Drop-In Sports and adult sports classes/clinics.
- Lead contact for staff and related contractors. Responsible for staff scheduling in assigned areas.
- Organizes, schedules and reserves athletic field use with Parks Reservation Coordinator and athletic field and gym use via LOSD Community School.
- Responsible for Active Net entry and coordination for sports leagues.



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Update Approval Date: _____
Signature: _____

PARKS & RECREATION

- Compiles data for reports.
- Responsible for inventory, maintenance and purchasing of equipment.
- Maintains sports league standings and league/drop-in information for lakeoswegosports.com.
- Assists with league marketing and catalog prep.

EVENTS DIVISION

Special Events & Luscher Farm Supervisor

- Oversees, plans, organizes, schedules and implements 60+ Annual Community Events, including Daddy Daughter Dinner Dance, Memorial Day, Youth Art Exploratorium, Star Spangled Parade & Celebrations, Movies in the Park, Howl at the Moon, Monster Mash, Tree Lighting, Tinseltown Trolley & Holiday Concert.
- Oversees Farmers' Market.
- Oversees Summer Concert Series in July & August.
- Holiday events include: Tree Lighting, Tinseltown Trolley & Holiday Concert.
- Assists with coordination of City-sponsored events including Lake Run, LOChella, Masque Alfresco and Veterans Day.
- Represents Parks & Recreation and acts as a Liaison with other City Departments, including Fire, Police & Public Affairs.
- Develops & maintains courteous, professional and effective relationships with customers, vendors, volunteers and community groups, including the Downtown Business Committee, Lake Oswego Veterans Memorial, Lake Oswego Rotary, Friends of Rogerson Clematis, and more.
- Prepares and implements marketing plans for events and Luscher Farm.
- Oversees all Luscher Farm Programming
- Implements and oversees Luscher Farm facility maintenance
- Oversees volunteer management for community events and Luscher Farm.
- Oversees budgets for community events and Luscher Farm.
- Prepares contracts, correspondence, grant applications and other written materials.
- Collaborates with Sponsorship Coordinator to develop sponsorship programs and maintain professional working relationships with community events and Luscher Farm sponsors.



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Update Approval Date: _____
Signature: _____

Event & Farmers' Market Manager

- Plans, organizes, schedules, implements and presents the Farmers' Market, Lake Grove Mercato, and other City events, including Daddy Daughter Dinner Dance, Youth Art Exploratorium, Movies in the Park, Reunion Farmers' Market and Tinseltown Trolley.
- Develops & maintains courteous, professional and effective relationships with customers, vendors, volunteers and community groups
- Prepares and implements marketing plans for Farmers' Market & various community events.
- Leads and directs the work of part-time employees, vendors, contractors, and volunteers.
- Assists in the development of budget recommendations for assigned program areas.
- Collaborates with Sponsorship Coordinator to develop sponsorship programs and maintain professional working relationships with community events sponsors.
- Prepares contracts, correspondence, grant applications and other written materials.

Events Volunteer Coordinator & Programming Assistant

- Solicit and recruit volunteers for community events
- Work with event lead to determine volunteer needs and duties and schedule volunteers accordingly.
- Recognize and identify volunteer's strengths and match with appropriate tasks.
- Develop training program for volunteers and assist with on-the-job training.
- Implement annual volunteer appreciation event.
- Research, plan and develop partnerships with various nonprofit organizations, including National Charity League, Lake Oswego Rotary, Youth Action Council and more.
- Maintain volunteer records, including annual agreements and criminal background checks.
- Collect data and track volunteer hours.
- Lead and direct the work of vendors, contractors, and volunteers.
- Assist in programming a variety of community events.

Luscher Farm Program Coordinator

- Plans, organizes, schedules and implements Luscher Farm Programming, including Community Gardening, Adult Programming, Youth Field Trips, Camps & Classes, and more.



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Update Approval Date: _____
Signature: _____

PARKS & RECREATION

- Represents Parks & Recreation and acts as a Liaison for a variety of contractors and community groups, including Community Supported Agriculture (CSA), Lake Oswego School District School to Farm, Friends of Rogerson Clematis and more.
- Develops & maintains courteous, professional and effective relationships with customers, vendors and volunteers.
- Coordinates Luscher Farm programming volunteers.
- Prepares and implements marketing plans for Luscher Farm programming.
- Leads and directs the work of part-time employees, vendors, contractors, and volunteers.
- Assists in the development of budget recommendations for assigned program areas.
- Collaborates with Sponsorship Coordinator to develop sponsorship programs and maintain professional working relationships with Luscher Farm sponsors.
- Prepares contracts, correspondence, grant applications and other written materials.
- Oversees Garden Planning and Maintenance, including garden plot design, planning and prepping gardens, etc.

Luscher Farm Organic Education Program Lead

- Plans, organizes, schedules and implements Luscher Farm Youth Programming, including Garden Babies, Barnyard Tales, birthday parties, camps and field trips.
- Leads and directs the work of part-time employees, vendors, contractors, interns and volunteers.
- Serve as Youth Program Instructor when needed.
- Assists in the development of budget recommendations for assigned program areas.
- Develops & maintains courteous, professional and effective relationships with customers, vendors and volunteers.
- Assists in Garden Planning and Maintenance, including garden plot design, planning and prepping gardens, etc.

PARKS DIVISION

Deputy Director, Parks

- Oversees Parks and Facilities within Parks
- Oversees the maintenance of facilities including ACC, WSC, Tennis Center, Golf Club House, Swim Park & Maintenance Facilities
- Oversees Natural Areas & Farm properties



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Update Approval Date: _____
Signature: _____

PARKS & RECREATION

- Oversees Athletic Fields on city & school district properties
- Oversees Golf Course & Driving Range
- Oversees 18 FTE, 2 TOC and 15-6 month seasonal employees including Parks Manager, Crew Leaders, Sr. Utility Workers, Utility & Building Maintenance Workers, Park Ranger, Stewardship Coordinator & Reservation Coordinator
- Oversees contract & budget administration, programming, purchasing & employee Administration
- Represents Parks & Recreation and acts as a Liaison with other City Departments, including Fire, Police, Public Works, Engineering & Planning
- Oversees implementation of ADA Transition Plan for Division
- Oversees employee relations
- CPRP (Certified Park & Recreation Professional)
- Public relations & outreach coordination

Parks Manager

- Oversees maintenance of Parks and Facilities within Parks
- Oversees maintenance of Natural Areas & Farm properties
- Oversees Stewardship Programming, volunteers & partners
- Oversees Restoration in Parks & Natural Areas including Habitat Enhancement & Invasive removal Programs and Metro Grant Projects/Partnerships
- Oversees Park Reservation & Administrative staff
- Oversees contract & budget administration, programming, purchasing & employee Administration
- Oversees the set up & management planning of park events, concerts, special events & festivals in Parks
- Oversee the administration of Habitat Enhancement Grant Program (HEP)
- Represents Parks & Recreation and acts as a Liaison with other City Departments, including Fire, Police, Public Works, Engineering & Planning
- Develops & maintains professional and effective relationships with customers, vendors, volunteers and community groups including Community Supported Agriculture
- Implements and oversees Luscher Farm facility maintenance
- Oversee Sustainability practices for Division
- Assist in the coordination of City sponsored events including Festival of Arts, Car & Boat Show and Pancake Feed
- Public relations & outreach coordination CPRP (Certified Park & Recreation Professional)



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Update Approval Date: _____
Signature: _____

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- Public relations & outreach coordination
 - Certified Arborist for Department

Stewardship Coordinator

- Coordinates volunteer activities in natural areas
- Coordinates marketing & scheduling of Friends Groups activities
- Advertises Stewardship events
- Solicit and recruit volunteers for work parties
- Plan and implements annual volunteer appreciation event
- Research, plan and develop partnerships with various nonprofit organizations, including Girl & Boy Scouts, SOLV, National Charity League (NCL) and more
- Maintain volunteer records, including annual agreements
- Collect data and track volunteer hours
- Promotes programming at a variety of community events

CREW LEADER

Athletic Fields

- Oversees maintenance of Athletic Fields including artificial & natural turf fields
- Oversees irrigation install, repair and maintenance
- Staff liaison between city and LOSD regarding projects
- Coordinates with Park Manager for sustainability practices
- Coordinates with user groups, LOSD & city staff on field reservations & concerns
- Monitors and programs lights for field users
- Oversees equipment maintenance for division
- Develops & maintains professional and effective relationships with customers, vendors, volunteers and community groups.
- Contract & purchase procurement

Facilities

- Oversees maintenance of Parks & Recreation facilities including Water Sports Center, Swim Park, & Golf Course Pro Shop
- Provides maintenance support to the Adult Community Center and Tennis Center
- Coordinates park facility & park projects
- Coordinates with Park staff on park facility repairs



Director Approval - Original Approval Date: _____
Update Approval Date: _____
Signature: _____

PARKS & RECREATION

- Oversees playground inspection and repairs
- Oversees vehicle maintenance for division including tracking coordination
- Coordinates water feature retrofits, repairs & maintenance
- Contract & purchase procurement

Natural Areas

- Oversees maintenance of Natural Areas
- Plans volunteer group activities in Natural Areas
- Oversees equipment maintenance for division
- Coordinates work plans with Friends Groups
- Staff outreach liaison on regarding encroachment, restoration and fuels reduction work.
- Contract & purchase procurement
- Oversees restoration contractors
- Trail maintenance management
- Develops & maintains professional and effective relationships with customers, vendors, volunteers and community groups including Community Supported Agriculture

Park Rangers

- Patrols parks 7 days a week year-round
- Provides support for City events & reservations
- Oversees AED & life jacket programs
- Coordinates with staff & volunteers on projects
- Staff liaison between Police Dept. and Parks & Recreation staff
- Assist with Natural Area maintenance as needed
- Oversees Jr. Ranger Program

Sr. Utility Workers (6)

- Oversees & maintains assigned areas of responsibility
- Schedules weekly maintenance & projects
- Coordinates reservation usage
- Assist Crew Leaders as needed
- Provides technical expertise or guidance to Utility Workers
- Assigns daily task to seasonal staff
- Set up/take down & support for City and non-City events



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Update Approval Date: _____
Signature: _____

PARKS & RECREATION

Utility Workers (6)

- Oversees & maintains assigned areas of responsibility
- Schedules weekly maintenance & projects
- Coordinates reservation usage
- Assigns work to seasonal staff
- Set up/take down & support for City and non-City events

Reservation Coordinator

- Schedules shelter & special permit reservations
- Schedules field reservations and coordinates permitted use with user groups
- Coordinates all reservations with Parks staff and distributes reservation sheets
- Maintains park reservations and issues refunds of deposits
- Completes administrative duties for Special Event Permits for the City
- Monitors and programs lights for field users

Parks Administrative Support

- Assists with monthly statement & P-Card reconciliation
- Assists with Stewardship Program
- Assists with duties as assigned

OTHER DIVISIONS

Adult Community Center, 505 G Avenue, 503-635-3758

Center Manager

- Administrative Assistant: Oversees Front Desk, Technical person for ACC, Activity Coordinator
- Human Services Manager
- Client Services Coordinator
- Receptionist, Registrar and Active Network Administrator for ACC
- Chef
- Transportation Coordinator



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Update Approval Date: _____
Signature: _____

PARKS & RECREATION

Golf Course, 17525 Stafford Rd

Golf Course Manager and PGA Pro

- Active Net Class Creation and Rollover
- Class Management
- Catalog Coordination
- Instructor/Volunteer/Pro Liaison
- Quarterly Reporting
- Program Promotion

Responsibility/Contacts: Director, Deputy Directors, Administrative Assistant