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**Date:** 06/30/2016    **Updated:** 06/30/2022    **Date To Be Reviewed:** Three Years – 06/30/2025

## Title of Document: 4.3 LOPR\_Job Analyses

Lake Oswego Parks & Recreation (LOPR) performs jobs analyses and reviews prior to any hiring or promoting activities. A review and update, if needed, of current job descriptions or research and creation of new position descriptions is performed by the supervising team and submitted to the Human Resources department as necessary. The Human Resources department lists the updated dates in the titles of the City job descriptions which can be found at:

<https://www.ci.oswego.or.us/hr/job-descriptions>

Job Descriptions include duties and responsibilities, tasks, proficiency levels, knowledge/experience, and skills.

The following 2022 advertised positions, which represent a sampling of full-time, part-time, on-call and internship positions are being used for CAPRA evidence.

- [ACC Client Services Coordinator](#), Part-time (2022)
- [Administrative Support/Registrar](#), Temp On-Call (2022)
- [Assistant Farmers' Market Manager](#), Temp On-Call (2022)
- [Communications and Sponsorship Coordinator](#) Full-time (2022)
- [Lifeguard](#), Temp On-Call (2022)
- [Recreation Specialist II](#), Full-time, Internal (2022)
- [Recreation Support](#), Temp On-Call (2022)
- [Tennis Center Instructors](#), Temp On-Call (2022)

All current advertised positions can be found at the link below:

[Job Opportunities | Sorted by Posting Date descending | City of Lake Oswego Job Opportunities \(governmentjobs.com\)](#)

Previously advertised positions job descriptions are also being included as evidence.

- [Parks Manager](#), Full-time (2019)
- [Kincaid Internship \(2013\)](#)

**Responsibility/Contacts:** Director, Deputy Directors, Administrative Assistants, Human Resources