



## City of Lake Oswego, Oregon

### Job Description

#### **PARKS MANAGER**

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 546**

**Job Code: 5048**

#### **Class Summary**

As a member of the Parks and Recreation senior management team and under general direction of the Parks Superintendent, manages assigned Parks division(s) in the Parks and Recreation Department. Plans, organizes, supervises and promotes Parks services and operations; establishes criteria and outcomes in conjunction with overall department goals and objectives; responsible for the budgetary and fiscal oversight of assigned Parks division(s).

#### **Essential 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 that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Directs the work of assigned Parks division(s) within the Parks and Recreation Department; develops and maintains policies and procedures for facility operations, and guides the development of assigned programs to ensure consistency and coordination with other Department and City goals, programs and services.
2. Responsible for the selection, supervision and evaluation of assigned staff; ensures appropriate development of Parks employees including monitoring licenses and certifications for compliance.
3. Responsible for the daily operation of assigned facilities, and ensures the safety of patrons and the general public; follows general guidelines, professional and administrative standards, local, state and federal laws.
4. Develops long-range vision and operational goals in conjunction with the Parks and Recreation Advisory Board, and the City Council; researches and evaluates new information, trends, and developments in other agencies; prepares reports and makes presentations on policy alternatives and the impact on maintenance programs and facility operations.
5. Develops and applies appropriate tools for monitoring, analyzing and evaluating assigned activities, including customer satisfaction surveys; prepares relevant statistical reports; implements needed improvements or recommends changes in services, facility, and operations.
6. Prepares requests for proposals; develops and monitors contracts for services including creating & monitoring purchase orders.
7. Develops collaborative and supporting relationships with city and county agencies, representatives of the business and civic community, and not-for-profit organizations related to assigned duties.
8. Provides staff support and facilitates the work of the Parks Friends Groups, as well as committees and task forces, to ensure mutual concurrence with service goals, strategies and outcomes; initiates,

convenes, participates in and/or leads multi-disciplinary teams to address policy issues and community needs.

9. Develops cost effective fiscal management for programs and facilities; develops and monitors assigned budgets, and assists with department budget planning to determine capitol purchases, staffing needs & prioritizing requests and allocation of resources.
10. Reconciles daily invoices and monthly statements to ensure the Parks Division is operating within its current budget.
11. Maintains appropriate attendance records including approval of time off requests and sign off of bi-weekly time sheets.
12. Seeks alternate funding sources; develops and implements funding strategies, obtains sponsorships, write grants; administers and revises contracts and agreements for services.
13. Markets and promotes Parks programs and services to the larger community; develops and maintains on-going market research and promotional strategy to generate interest in services; conducts public speaking.
14. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- General knowledge of the principles of supervision and personnel practices.
- Principles and practices of repair, maintenance, construction and installation used in parks systems.
- Budgeting theories and principles.
- Community resources and organizations.
- Park & Facility management
- Supervisory theory and techniques.
- Basic principles of contract development; special project management.
- Conflict resolution techniques.
- City, state and federal laws, regulations and ordinances governing parks & recreation
- Report preparation and presentation.
- Personal computers and related software applications.
- General knowledge of horticultural & arboricultural industry standards & practices

### **Skills and Abilities to:**

- Direct and coordinate the activities of a project crew or crews.
- Plan, direct, organize, and evaluate the work in assigned areas.
- Write clear and concise reports, letters, and other written materials; requests for proposals.
- Develop and monitor a program budget.
- Facilitate consensus among stakeholders; exercise sound judgment.
- Manage and/or staff special projects and assignments.
- Analyze complex issues and solve problems.
- Handle pressure and/or difficult situations in a calm and defusing manner.
- Write grants; prepare fundraising proposals.
- Plan, organize, and conduct meetings.
- Coach, mentor, evaluate, and discipline staff.
- Work independently, with good judgment and political sensitivity.
- Make public presentations.
- Prepare budgets.
- Track and record expenditures.
- Comply with safety requirements of the position and actively promote safe work practices.
- Read and understand maps, plans, drawings, orders and/or other documents as required.

- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is through graduation with a Bachelor’s degree in Parks and Recreation Administration, Forestry Management, Agronomy, Horticulture or other work related field, and four years of related management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

May also be required to obtain a Pesticide Application license.

May be required to work some evenings and weekend. Duties will occasionally involve dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours.

**Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (75) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director** **Date**

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**Human Resources Director** **Date**

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**Employee** **Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*