

# PARKS MANAGER

Name and Address Info Redacted

## OBJECTIVE

My objective is to:

- Help lead, support, maintain and promote Lake Oswego Parks and Recreation.
- To enhance the team-oriented work environment with staff.
- To provide the highest level of service to our citizens & volunteers.

## EDUCATION

- Oregon State University September 1997 – March 2000  
Bachelors of Science in Horticulture. Studies focused on Landscape and Turf Management.
- Western Oregon University September 1995 – June 1997  
General Studies
- Continued educational classes to maintain licenses and to stay updated with current industry standards.

## EMPLOYMENT HISTORY

**City of Lake Oswego, Lake Oswego Parks and Recreation,** November 2009 - Current  
**Parks Division**

*Lake Oswego, Oregon*

*Parks Manager*

December 2019- Current

- Help manage and maintain over 600 acres of Parks and Natural Areas in the parks system.
- Oversees and directs division staff in all aspects of day to day maintenance and improvements to the land and landscape of city owned property.
- Work with Parks and Recreation Department managers on long range planning for the Parks Division and goal setting with Parks staff.
- Evaluates Best Management Practices with Deputy Director of Parks and staff to ensure management of city lands are cared for in the most environmentally safe and fiscal responsible way.
- Budget tracking of expenditures for Parks and Natural Areas. Assists Parks Superintendent with management of overall division budgets.
- Participates park development planning of Park Bond Projects such as Iron Mountain Park, Woodmont Park, Rassekh Park and Lake Oswego Recreation Aquatic Center.
- Coordinate with Recreation Staff and Reservation Specialist on park reservation scheduling and policies and procedures.
- Manage contracts, project planning, monitoring, budgeting and public outreach of \$72,000 Invasive Species Removal Program, \$250,000 Habitat Enhancement Program annually.
- Grant administrator for Habitat Enhancement Grant Program. Duties include coordinating grant application, grant selection, grant award, grantee project support and grant funding tracking.
- Have oversight of Stewardship Program with 9 Friends Groups. Includes coordinating with Stewardship Coordinator, volunteers, Eagle Scouts and staff on work parties, education, promotion and outreach.
- As an ISA Tree Risk Assessment Qualified Certified Arborist, I am responsible for evaluation, communication with resident, permitting and removal of hazardous & invasive trees in city parks.
- Coordinate and support Parks staff on city and special events including Festival of the Arts, Car and Boat Show, Adventure Run, Arbor Celebrations and more.
- Coordinate with Parks staff on implementing and updating Parks and Recreation IPM document as well as

searching for new, alternative and more sustainable management practices.

- Support the development of Parks policies and procedures for the department.
- Support succession planning to further education and opportunities of staff.

*Senior Crew Leader for Parks and Natural Areas*

July 2016- Dec 2019

- Many duties from this position were carried over in my transition to Parks Manager.
- Manage and guide day to day needs of parks and natural areas staff.
- Responsible for on-boarding, mentoring, evaluating and scheduling seasonal staff.
- Manage contract and budget for Habitat Enhancement and Invasive Removal Programs, as well as other contracts.
- Planned and implemented natural areas restoration in coordination with Contractors, city staff and volunteers.
- Apply for, manage budget and report for grants such as Metro Grant Nature in the Neighborhood Grant.
- Project management and contracting of projects such as Musco Lighting System at George Rogers Park, Hazelia Field synthetic turf replacement, Luscher Farm barn replacement and other projects.
- Responsible for scheduling event overtime, license monitoring and educational opportunities for Parks staff.
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*Crew Leader for Natural Areas*

October 2014 –July 2016

- During my time as a Crew Leader I had also led the Golf Course and Athletic Field crews in our division.
- Duties were included in my transition to Senior Crew Leader.

*Utility Worker in Natural Areas*

November 2009-October 2014

- Manage and maintained the city's natural areas including all aspects of day to day tasks to protect and improve the natural environment.
- Maintain trails, prune trees and shrubs for clearance, monitoring and removal of hazardous trees, remove invasive species and plant natives species. Other duties included mowing, weed eating, chain saw work, blowing, storm clean up, mulching, spraying, watering, tractor/backhoe operations and setting up for events.
- Supervise, train and create work list for seasonal crew and caretaker.
- Coordinate with volunteers and city staff on work parties
- Oversee new Invasive Species Removal Contract from planning to implementation.

**Little Prince of Oregon Nursery**

December 2005— October 2009

*Aurora, Oregon*

*Office Manager*

- Duties: Manage day to day office operations including customer service, processing orders, delivery coordination, accounting, payroll and quality control.
- Presented educational seminars at local garden centers customers on landscape site preparation, plant selection, installation and maintenance.

**Mahonia Vineyards and Nursery**

February 2003 — December 2005

*Salem, OR*

*Nursery and Landscape Manager*

- Managed growing, quality control and sales of nursery stock.
- Managed landscape maintenance crew, designed landscapes and annual displays as well as renovated older landscapes with drought tolerant plant material.

## **The Oregon Garden**

June 1999 — February 2003

*Silverton, OR*

### *Assistant Horticulture Manager*

- Managed various crews and volunteers on maintaining 80 acre botanical display garden.
- Supervised, trained and evaluated seasonal staff.
- Planned projects, procured tools and materials and worked with staff to complete projects.

## CERTIFICATES, LICENSES AND MEMBERSHIPS

- ISA Certified Arborist & Tree Risk Assessment Qualified with International Society of Arboriculture, Pacific Chapter Member
- Oregon Recreation and Park Association Member. Current President of Maintenance and Construction Section. Served on the Natural Resources Section Board for 2013-2015
- National Parks and Recreation Association Member, CPRP accredited and graduate Supervisory Management School.
- Sports Turf Managers Association Member
- Public Pesticide Applicators License. Categories: Ornamental/ Turf Insecticide & Fungicide and Herbicide