



City of Lake Oswego, Oregon

Job Description

ASSISTANT DIRECTOR, PARKS AND RECREATION

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 576

Job Code: 5041

Class Summary

Under general direction, administer and direct functions and programs of a multi-disciplinary municipal parks and recreation system and provide executive-level assistance and policy analysis to the Department Director. Plan, direct, and manage the service operations, budgets and personnel of assigned divisions. Work is performed under the supervision and direction of the Parks and Recreation Director, with considerable independence and latitude to allow professional judgment to be exercised in providing leadership and making decisions.

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. Assists the Director in managing the operations and direction for the department within the context of strategic goals and objectives.
2. Assists the Director in developing and maintaining policies and regulations pertaining to parks and recreation; ensures compliance with all local, state and federal regulations and laws governing department activities.
3. Manages and monitors a variety of operations to ensure success and implementation of City and departmental objectives.
4. Directs and supervises personnel and activities of one or more divisions related to recreational services and operation of municipal parks and facilities. Responsible for the full range of supervisory and management activities including selection, training, coaching, development, evaluation, and dismissal.
5. Develops and oversees the implementation of long-range goals and strategies addressing the need for recreation services and facilities, and plans for the establishment of facilities.
6. Prepares long-range planning and capital improvements.
7. Assists the Director in evaluating and improving existing programs and services, and in initiating new services as required to meet customer needs.
8. Reviews diverse divisional programs and operations for improved efficiency, and to set and adjust priorities and policies.

9. Prepares and helps administer operational budgets, and forecasts department revenues and expenses. Assists in identifying and accessing resources to improve overall service delivery effectiveness. Establishes and monitors management controls for administration and fiscal procedures.
10. Attends public meetings (boards, commissions, City Council, neighborhood groups, etc.) and professional conferences as a department representative.
11. Identifies and responds to community concerns and resolves conflicts, consistent with established policies. Determines information to be disseminated and the approach for releasing information.
12. Assists the Director in administering and overseeing service contracts, intergovernmental and use agreements, and other similar documents pertinent to Parks & Recreation operations.
13. Prepares business planning reports, memoranda and correspondence on departmental policies and activities.
14. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Principles, practices and methods of park and recreation administration including business plan development, and effective project management.
- Municipal government budget planning and preparation, and public administration financing and purchasing regulations.
- Labor and union contracts.
- Public relations, marketing and public information concepts and practices.
- Environmental regulations related to public lands, and recreational facilities and waterways.
- Development and maintenance of recreation facilities.
- Modern management and personnel principles and practices.
- Research techniques, methods, and procedures.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Communicate effectively orally and in writing; ability to prepare and present effective presentations.
- Promote positive public relations; provide good customer service; resolve conflicts.
- Display excellent interpersonal skills and political savvy.
- Develop, implement and evaluate various recreational activities and programs; and department operations.
- Select, develop and evaluate staff to accomplish departmental objectives.
- Establish and maintain effective working relationships with other City employees, citizen groups and the general public.
- Manage projects and multiple priorities simultaneously.
- Prepare budgets; monitor and forecast expenses and revenues.
- 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 graduation with a Bachelor’s degree in Recreation and Park Administration, Public Administration, Natural Resource Management or related degree and four years related 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 are required to possess a valid driver’s license and ability to meet the City’s driving standards.

May be required to work evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals and attending meetings or activities outside normal working 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. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.

Department Director **Date**

Human Resources Director **Date**

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