



## City of Lake Oswego, Oregon

### Job Description

#### **DIRECTOR, PARKS AND RECREATION**

**FLSA Status: Exempt**

**Salary Grade: 420**

**Union Representation: Non-represented**

**Job Code: 5055**

#### **Class Summary**

Under general direction, plans, organizes and directs the Parks and Recreation Department. Oversees the delivery of parks and natural areas, recreational facilities, and a diversified community recreation and human services program through short and long range planning, development and use of appropriate facilities, evaluation of services and programs, and trained personnel. Supervises staff in recreation program, park maintenance, and human services; establishes programs, policies and procedures; develops and administers Parks and Recreation budget.

#### **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. Supervises support staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Plans, directs, inspects and oversees parks, playgrounds, recreation facilities, buildings and related facilities, operations and maintenance activities of a city wide Parks and Recreation system.
3. Prepares and oversees the annual budget and capital improvement plan for the Parks and Recreation Department including determining and prioritizing services; capital repairs, upgrades and purchases; staffing levels and allocation of resources. Makes budget recommendations to the City Council.
4. Performs continuous monitoring and evaluation of efficiency and effectiveness of revenue producing programs including golf course, indoor tennis facility and recreation programs.
5. Coordinates and oversees the maintenance and repair of parks, natural areas, recreation facilities and equipment including scheduling and making purchase decisions.
6. Works with supervisors to plan, organize and implement programs within areas of responsibilities including stating goals and objectives, short and long range work plans, establishing policies and procedures and in ensuring quality services.
7. Oversees and coordinates short and long range planning efforts for parks and recreation facilities and infrastructure including land acquisition, concept plans and development, and system development charges. Oversees contracts including determining services needed, selecting

consultants and contractors, working with architects in determining concepts and designs, conducting public processes.

8. Addresses citizen requests and complaints, and resolves issues regarding the Parks and Recreation services and activities. Determine information to be disseminated and the approach for releasing information to the general public.
9. Acts as a liaison with the City Manager, other department heads, City advisory board, elected officials, outside agencies, business and community representatives and other organizations regarding parks and recreation related issues.
10. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Budgeting theories and principles.
- City, state and federal laws, regulations and ordinances governing parks and recreation.
- Public process.
- Horticulture methods.
- Report writing.
- Problem resolution techniques.
- Personal computers and related software applications.

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

- Apply management theories and practices.
- Prepare budgets.
- Develop programs which stimulate community interests.
- Track and record expenditures.
- Evaluate program effectiveness.
- Write reports.
- Make presentations.
- Develop and manage public processes.
- Resolve conflicts.
- Promote positive public relations.
- 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, Business Administration, Natural Resource Management or related degree and five 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.

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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*