



City of Lake Oswego, Oregon

Job Description

PROGRAM MANAGER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 531

Job Code: 5035

Class Summary

Under direction, responsible for planning, organizing, staffing and supervising designated education and recreation programs for the Parks and Recreation Department for the 50+ community.

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. Supervise support staff and volunteers, including prioritizing and developing work plans, evaluating staff performance, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development.
2. Develop, conduct oversee and supervise a department wide 50+ recreation and education plan. Create program plan to organize and measure outcomes. Work with Parks and Recreation programming staff to coordinate recreation and education at the ACC, WEB and other community locations. Keep current on research related to recreation and education programs and make recommendations to supervisions and other staff. Work with staff to develop quarterly schedules ensuring space, equipment and instructor availability. Develop programs for special projects and as needed planning and scheduling classes, speakers, workshops, trips, special events and programs. Ensure proper permits are obtained, contracts written, and develop communication plan for instructors including department expectations and confirmation procedure . Determine fees for programs based on Department's established cost recovery model. r
3. Explain and enforce City and department policies in dealing with individuals and community groups; ensure programs comply with established department policies and appropriate laws to meet health, safety and service standards.
4. Take a lead role in developing and implementing program sponsorship for events, activities, etc.
5. Working with other Parks and Recreation staff, lead community celebrations, and special projects upon request that are relevant to 50+ community
6. Assume lead role on division-wide projects; represent needs of 50+ persons on city-wide teams; boards or committees as assigned.

7. Prepare and implement marketing plans for assigned programs and projects; write press releases, create brochures and flyers, and coordinate promotional efforts with local and regional media resources.
8. Evaluate assigned programs, prepare reports and make recommendations on established quarterly schedule, to ACC/Parks and Recreation staff.
9. Develop and monitor program budgets; maintain financial records for the assigned areas of responsibility; and participate in preparing the Center's budget.
10. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Principles and practices of policy, planning, implementation and management of recreation and education for 50+ population
- Management theories and principles.
- Supervisory theories and principles.
- Budgeting theories and principles.
- Project management, tracking and reporting
- Development of benchmark measures for programs
- Understanding of evidence based programs.
- Fluent in the most current best practices for 50+ recreation, education
- Report writing.
- Knowledge of community resources, working collaboratively and forming partnerships
- Personal computers and related software applications

Skills and Abilities to:

- Experience and knowledge in programming for 50+.
- Work cooperatively with staff at a high level of project management
- Take the lead role in all programming related to 50+ population
- Apply supervisory theories and practices.
- Prepare budgets; track and record expenditures and revenues.
- Coordinate and promote programs and special events which stimulate community interest.
- Manage programs and contracts.
- Use excellent judgment in volunteer management
- Manage instructors with clear and effective communication
- Evaluate program effectiveness with outcome based surveys
- Resolve conflicts in positive manner
- Make presentations.
- Recruit, coordinate, train and supervise volunteers as it pertains to specific program department.
- Promote positive relationships.
- Provide excellent 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 Program Administration, Social Services, Sociology or Gerontology and

three 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 may require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards. Must have current CPR and AED certification.

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 (50) 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.

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.