

RESOLUTION 20-012

A RESOLUTON adopting revisions to the Parks and Recreation Manager position description and salary schedule

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

The position of Parks and Recreation Manager shall be revised to be titled Director of Parks and Recreation. Such position shall be a non-represented position, and shall perform such duties as shall be outlined in any job description prescribed by the City, as may be revised from time to time. The position shall be entitled to benefits as outlined in the Non-Represented Employee Handbook. The revised position description and salary schedule is attached hereto as Exhibit "A" and shall be effective October 6, 2020.

II

PASSED BY the Council and approved by the Mayor this 5<sup>th</sup> day of October, 2020.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney

## Exhibit A

CITY OF CAMAS  
Union Status: Non-Represented  
September 2020

### **DIRECTOR OF PARKS AND RECREATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **JOB OBJECTIVES**

Under general administrative direction from the City Administrator, to plan, direct, manage, supervise and coordinate the operations and activities of the City's Parks and Recreation Department, including acquisitions of facilities and grounds, aquatics programs, community recreation activities and safety and awareness; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

#### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Assume full management responsibility for all assigned services and activities of the Parks and Recreation Department including acquisitions and maintenance of facilities and grounds, aquatics programs, community recreation activities and safety and awareness.

Serve as a member of the City's leadership team. Participate fully and effectively in the development and achievement of collective goals for the betterment of the City organization; engage in the decision-making process, speak with one voice as a team when communicating those decisions, including difficult or unpopular ones.

Demonstrate department leadership by engaging, motivating and guiding staff to work toward the common purpose and vision of the City through leading by example, listening, knowing how and when to delegate, showing flexibility and exhibiting effective communication of decisions and changes.

Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; establish and recommend, within City policy, appropriate staffing and service levels; allocate resources accordingly.

Plan, direct and coordinate, through subordinate level staff, the Parks and Recreation Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Develop and administer citywide recreation programs, social services and activities for children, youth and senior citizens to include parks, pools, community center and other organized leisure time activities.

Negotiate contracts and agreements for professional services and property transactions; oversee the administration of contracts.

Direct the development of long-range plans for all assigned areas of responsibility.

Direct the development of site and building master plans; participate in the preparation of construction bids and plan; oversee construction management.

Monitor and inspect City recreation facilities; determine safety and maintenance needs; schedule maintenance as needed.

Review preliminary plats for subdivisions and developments for conformity to Parks and Recreation Comprehensive Plan, and Trails and Bikeways Plan.

Coordinate the recruitment, selection, hiring and training of seasonal employees for various recreation programs; assign staff to appropriate program area.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the department budget including budget development for aquatics, and recreation programs; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues; develop and submit proposals to obtain grant funds related to Parks and Recreation Programs.

Represent the Parks and Recreation Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Administrator; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Provide leadership to a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure services.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

#### **AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Operations, services and activities of a comprehensive parks and recreation program including aquatics programs and facilities management.

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of recreation program development and administration.  
Methods and techniques of aquatics safety and maintenance.  
Methods and techniques of directing social and recreational activities and programs.  
Landscape architecture and land use planning.  
Various community needs related to the provision of recreation and leisure services.  
Methods of change management to meet the needs of an evolving city ensuring sensitivity, respect and culture of inclusion.  
Marketing theories, principles, practices, and their application to a wide variety of community facilities and services.  
Effective, efficient and equitable investment of public, financial and human resources to achieve policy goals.  
Proactively pursue new funding tools leveraging public-private partnerships.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Principles in asset management.  
Pertinent Federal, State and local laws, codes and regulations.  
Recent developments, current literature, and sources of information related to recreation services planning and administration.

**Ability to:**

Manage and direct a comprehensive recreation and leisure services program.  
Develop and administer departmental goals, objectives and procedures.  
Analyze and assess programs, policies and operational needs and make appropriate adjustments.  
Identify and respond to sensitive City Council, community and organizational issues, concerns and needs.  
Lead equity in strategic and daily operations.  
Lead organizational change and measure success.  
Serve diverse underserved communities and stakeholders.  
Navigate difficult conversations and identify solutions.  
Select, manage, train, direct, evaluate and coordinate the work of professional and technical personnel.  
Build and retain diverse teams and manage a workforce including union-represented employees, inspiring organizational development and community action.  
Prioritize transparency and accountability in administration of programs.  
Demonstrate outcomes quantitatively through data.  
Foster a culture of creativity and innovation.

Identify opportunities to carry out the organizations core functions efficiently.  
Delegate authority and responsibility.  
Research, analyze and evaluate new service delivery methods and techniques.  
Adapt the City's recreational programs to meet community needs and requirements.  
Oversee the maintenance of recreation facilities.  
Negotiate and administer contracts.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Establish and maintain effective relationships and collaborative systems in a complex organization.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Interpret and apply applicable Federal, State and local policies, laws and regulations.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, public administration, recreation administration or a related field.

A Master's degree in recreation administration, business administration, public administration or a related field is preferred.

**Experience:**

Ten years of increasingly responsible recreation program administration experience including three years of management and administrative responsibility.

**License or Certificate**

Possession of an appropriate, valid driver's license.

Certified Park and Recreation Executive (CPRE) certification preferred.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Normal office setting with some travel to attend meetings; some work in outdoor settings; exposure to adverse weather and pool chemicals.

**Mobility:** Incumbents require sufficient mobility to work in an office setting, operating office equipment.

**Vision:** Vision sufficient to read computer screens and other printed documents, and to operate assigned equipment.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

2020 Salary Schedule

Position							
	1	2	3	4	5	6	7
Director of Parks and Recreation	9676	9996	10314	10634	10952	11272	11591