

OPTION 1

CITY OF CAMAS
Union Status: Non-Represented
~~August, 1999~~ October 2020

PARKS & RECREATION MANAGER/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 administrative direction, to 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:

1. 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.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend with City policy, appropriate staffing and service levels; allocate resources accordingly.
4. 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.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Develop and administer City-wide recreation programs, social services and activities for children, youth and senior citizens to include parks, pools, community center and other organized leisure time activities.
7. Monitor and inspect City recreation facilities; determine safety and maintenance needs; schedule maintenance as needed.
8. Review preliminary plats for subdivisions and developments for conformity to Parks and Recreation Comprehensive Plan, and Trails and Bikeways Plan.
9. Coordinate the recruitment, selection, hiring and training of seasonal employees for various recreation programs; assign staff to appropriate program area.

10. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. 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.
12. 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.
13. 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.
14. 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.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and leisure services.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

AUXILIARY FUNCTION STATEMENTS

1. Follow all safety rules and procedures established for work area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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

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.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

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 community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- 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 with those contacted in the course of work.
- 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.

Experience:

Five years of increasingly responsible recreation program administration experience including two years of management and administrative responsibility.

License or Certificate

- Possession of an appropriate, valid driver's license.
- Possession of an appropriate, valid First Aid/CPR certification.
- Possession of an appropriate, valid Certified Leisure Professional certification.

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 | 8384 | 8661 | 8936 | 9213 | 9490 | 9767 | 10042 |