

## **~~Parks and~~ Recreation Manager** ~~(Director?)~~



**DEPARTMENT:** Administration  
**DIVISION:** ~~Parks and~~ Recreation  
**SUPERVISOR:** City Administrator  
**CLASSIFICATION:** Exempt (not overtime eligible)  
**UNION:** No  
**CONFIDENTIAL:** Yes

### **POSITION SUMMARY**

~~Parks and~~ Recreation Manager is responsible for program development and administration and the overall operation of the ~~Parks and~~ Recreation Division.

### **SUPERVISION RECEIVED**

Works under the ~~direct~~ general supervision of the City Administrator.

### **SUPERVISION EXERCISED**

~~Incumbent provides direct supervision to~~ Supervises full and part-time professional, supervisory, and field staff in ~~Parks and~~ Recreation assigned programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

- ~~• Develop goals, objectives, policies, and services for assigned staff.~~
- ~~• Prepare and recommend annual operating budgets and monitor revenues and expenditures; purchase supplies and maintain records relating to equipment, and materials.~~
- ~~• Oversee and direct the maintenance, and repairs of City grounds, which include parks, athletic fields, and playgrounds.~~
- ~~• Develop, manage, and provide oversight to a comprehensive recreation program and related youth and adult activities including but not limited to community-wide special events, special interest classes, summer youth and adult programs, and cultural programs.~~
- ~~• Plan and develop budgets for classes, activities, and events, promote activities in the community, attend activities to ensure proper implementation, and maintains attendance logs and other program records.~~
- ~~• Supervise division employees, including assigning and reviewing work, monitoring workflow, training, evaluating performance, and resolving grievances.~~
- ~~• Train, recruit, and schedule volunteers for youth sports and other recreation programs.~~
- ~~• Prepare grant applications and manage grant contracts from a variety of private, federal, state, and local sources; assure proper grant accounting and adherence to guidelines and regulations.~~
- ~~• Assist with park planning and development and special project implementation, including the management of small to medium-sized capital improvement projects.~~
- ~~• Answer questions and provide information to the public; investigate citizen complaints and recommend corrective action as necessary to resolve complaints; provide public presentations regarding recreation programs and services.~~
- ~~• Make presentations to boards and committees, community groups, school district, and public on recreation and leisure services programs.~~

- ~~Work closely with youth and adult sports associations on the development and implementation of programs and scheduling of activities.~~
- ~~Manage the division's sponsorship program to provide a high level of program cost recovery.~~
- ~~Recommend charges for fee-based programs and ensure the proper receipting and management of fees collected.~~
- ~~Develop and manage strategic partnerships with local organizations to improve service to the community.~~
- ~~Prepare for publication a variety of brochures, calendars, letters, posters, news releases, flyers, website, social media, and related communications regarding recreation programs.~~
- ~~May serve as a member of various employee committees.~~
- Effectively supervises ~~assigned~~ Recreation employees on a daily basis which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employees; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and ~~making or effectively~~ recommending hiring and termination decisions.
- -Oversees, coordinates, and supervises assigned staff in the development of a comprehensive community recreation program that aligns with community needs and interests. This includes assessing program finances and effectiveness, identifying opportunities for new or enhanced offerings, and ensuring programs are accessible, inclusive, and engaging for diverse populations.
- Manages program logistics, securing necessary resources, coordinating with instructors and community partners, and maintaining compliance with organizational policies and industry best practices.
- Evaluates staff performance, provides guidance and professional development opportunities, fostering a positive and collaborative work environment, and ensuring high-quality customer service and participant satisfaction.
- Manages and ensures that service strategies are developed, implemented, and meet the needs of a diverse community and programs for all ages and abilities.
- Oversees operations at assigned facilities, including facility scheduling, staff assignments, work schedules, and monitoring facility maintenance and safety, addressing operational issues, implementing policies and procedures ~~for the Recreation Program and its facilities~~, coordinating with vendors and stakeholders, and ensuring a positive experience for patrons.
- Manages and supervises assigned operation areas to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates ~~department Recreation Division~~ activities with other departments and agencies as needed for decision-making purposes.

- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operational areas.
- Assigns duties and reviews work for exactness, neatness, and conformance to policies and procedures; resolves concerns; performs or assists subordinates in performing duties.
- Promotes and markets the services, programs, activities, and events of the organization. Prepares a variety of brochures, calendars, news releases, flyers, and related communications regarding recreation programs. Assists in developing innovative marketing strategies and the most effective ways to promote recreation programs.
- Responds to public inquiries about recreation programs made by telephone, email, via social media, or during public meetings.
- Monitors employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices; assures compliance with proper safety procedures, rules, and regulations.
- Represents the City of St. Helens by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
- Serves as a member of various City committees as assigned. May serve as staff liaison to support the activities and purposes of non-profit foundations and City Council-appointed commissions and boards.
- Works to create a high-performance work culture by demonstrating a positive attitude and modeling the City's mission, vision, and values. Conducts self with high integrity, proactive in conserving City resources, and seeks and incorporates customer feedback for ongoing performance improvement. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Maintains positive interpersonal relations; resolves work-related conflicts; fairly administers applicable labor contracts and City policies and codes. Provides coaching for performance improvement and development; determines merit increases; ~~makes decisions related to disciplinary action, up to and including termination, to address~~ performance deficiencies in accordance with ~~Human Resources personnel~~ policies and labor contract provisions.
- Acts ethically and honestly; applies ethical standards of behavior to daily work activities and interactions. Works to build confidence in the City through own actions.

- Serves as a member of various City committees as assigned. Represents the ~~department~~ division at meetings internally and externally as assigned.
- Performs other related duties as required/assigned and assists other staff in the performance of their duties as assigned.
- Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.
- Adheres to appropriate attire, grooming, and hygiene standards established for the position.
- Operates a motor vehicle safely and legally.

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## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Recreation Administration, and five (5) or more years of experience in recreation programming which includes supervisory experience-or
- Any equivalent combination of relevant education and experience that provides the required knowledge and abilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ~~Recreation program development principles.~~
- ~~Techniques of marketing, promoting and scheduling events, activities, and facilities.~~
- ~~Interpersonal and customer service skills required to create a team environment.~~
- ~~Establish and maintain effective working relationships with City staff, outside agency representatives, City officials, and the public.~~
- ~~Develop and evaluate program budgets and provide budgetary recommendations.~~
- ~~Communicate clearly and effectively, both verbally and in writing.~~
- ~~Formulate park policies, procedures, rules, and regulations.~~
- ~~Problem solving, organize workloads, meet deadlines, and develop staffing patterns to meet program and facility needs.~~
- ~~Supervise, direct, and evaluate employees.~~
- ~~Plan, organize, and supervise small capital improvement projects.~~
- ~~Schedule work projects as directed by the City Administrator.~~
- ~~Maintain site inventories and records.~~

- Prepare reports and recommendations.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of: recreation philosophy, planning, and administration; and the equipment, facilities, operations, and techniques used in a comprehensive community recreation program; principles and practices of personnel management.

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b.

Skill in: utilizing a broad range of technology applications in document processing, spreadsheets, databases, presentation software; and displaying data in a variety of report formats; public speaking, problem solving, decision-making, mediating, mediating conflict and dealing effectively with potentially confrontational situations; effective written and oral skills to communicate programs, policies, and procedures to staff and the public; and operation of listed tools and equipment used.

c.

Ability to: plan, coordinate, manage, and direct varied activities involved in a community recreation program; develop and monitor budgets, perform short and long-term planning, negotiate and develop contracts; communicate effectively, verbally and in writing; understand and carry out written and oral instructions; establish and maintain effective working relationships with employees, other agencies, participants, instructors, community leaders, and the public; plan and supervise the work of paid staff and volunteers; and use computers for data entry.

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#### **SPECIAL REQUIREMENTS**

- Valid state driver's license.
- CPR/AED/First Aid certified (or ability to obtain within 2 weeks of hire date).

#### **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine; ten-key calculator; telephones.

#### **PHYSICAL DEMANDS**

The physical demands described here 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 the essential functions.

Physical activities frequently required by the work include light work, exert up to 20 pounds of force and occasionally lift/move up to 50 pounds; perform tasks that may require the incumbent to walk, lift, use manual dexterity, repetitive motions, and grasp with or without reasonable accommodations; express or exchange ideas by means of the spoken word; visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; expansive reading.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit,

climb, or balance, stoop, kneel, crouch or crawl, and talk or hear.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

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## EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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.

I acknowledge that I have received a copy of the ~~Parks and~~ **Recreation Manager** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

### Signatures:

\_\_\_\_\_  
~~Parks and~~ Recreation Manager

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date