

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PARK AND RECREATION DIRECTOR

General Functions:

Directs, supervises and oversees the Parks and Recreation Department while performing some skilled and semi-skilled tasks. Position requires the setting and implementation of long and short-term goals and objectives and budgets for the department including maintenance of parks and City open space and landscaped areas, coordination of various volunteer projects, staffing the City Parks and Recreation Board, and oversight of the various recreation programs and acquisition and development of new park sites.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Develops, schedules, and implements work projects on a short and long-term basis including maintenance and new construction of parks.
4. Prepares weekly, monthly, and quarterly work assignments and plans for parks crew and recreation programs. Maintains records of staff, material and equipment used and work accomplished.
5. Distributes work assignments to parks crew supervising the work through completion of projects.
6. Prepares cost estimates, bid specifications and project management for new construction and design.

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7. Prepares the annual parks and recreation departmental budget. Is responsible for monitoring budgetary expenditures and ensuring that expenditures are within the established budget.
8. Evaluates the work performance and assignments of parks and recreation personnel. Is responsible for park crew training and development.
9. Implements, coordinates and enforces the City's Tree Ordinance.
10. Oversees the development and operation of the City's Recreational Programs.
11. Staff liaison to City advisory bodies and related City organizations. Attends meetings as necessary.
12. Oversees the duties of park and equipment maintenance.
13. Supervises construction activities such as design, layout and installation of irrigation systems, grading/planting, and playground equipment installation, etc.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or equivalent GED Certification. Graduation from an accredited college or university with a Bachelor's degree in Park and Recreation Management, Public Administration or related field; five (5) years of related work experience, including three (3) years in a supervisory capacity. Any combination of experience and training that would likely provide the necessary knowledge and abilities is qualifying.
- ii) Familiarity with all forms of turf and grounds maintenance equipment, tools, materials necessary. Requires thorough knowledge of plant materials, diseases, nutrient requirements, etc. An understanding of soil characteristics, chemical properties, nutrients, etc., needed.

b) Training:

- i) Familiarity with all forms of turf and grounds maintenance equipment, tools, materials necessary. Requires thorough knowledge of plant materials, diseases, nutrient requirements, etc. An understanding of soil characteristics, chemical properties, nutrients, etc., needed.
- ii) Requires skill in reading and working off of blue prints as well as using them to make on-site corrections. Requires skill in writing and public speaking in a clear, concise and effective manner.
- iii) Must have a valid Oregon CDL license at time of appointment. Must obtain within six (6) months of time of appointment a Governmental Pesticide Applicator/Consultant License with Turf, Ornamental and Public Right of Ways Herbicide, Fungicide, Insecticide Categories.

2) Supervision:

Received: Work is performed highly independently under direction of the City Manager who gives broad policies and assignments with work reviewed for effectiveness, results obtained, and conformance with established rules and regulations.

Exercised: Supervises all employees in the Parks and Recreation Department.

3) Communication:

Ability to work and communicate with local organizations, city officials, boards and commissions, staff, agencies and the general public.

Ability to effectively communicate with members of the general public, other employees, contractors and residents.

Contact with the City's residents is oriented towards requests, complaints, and phone inquiries. Attends approximately six (6) meetings per month with neighborhood groups and/or other public meetings. Meets with neighborhood residents when constructing new parks. Has close association with Athletic Association representatives during recreation season and with youth service groups.

4) Cognitive Functions:

Knowledge of State, Federal and City laws, ordinances, codes and OSHA requirements when supervising the application of: pesticides, installation of irrigation systems, plumbing, electrical and miscellaneous building repairs, equipment operation, etc.

Position has the responsibility for developing procedures, systems and methodologies for implementing Park and Recreation policies and plans.

Provides technical expertise for policy and plan development by Parks and Recreation Board and City Council.

Errors made in the normal course of work could result in citizen complaints, personal injury to staff or patrons, property damage to public or private property or lawsuits. Errors could be made regarding improper or unsafe use of equipment, or poor maintenance of play equipment or park facilities.

Innovation is required in the area of new park construction for landscape and irrigation systems design and installation. Innovative method for funding projects is important as well as developing more cost effective methods of providing service.

5) Working Conditions:

Adverse working conditions include occasional work in inclement weather and exposure to chemicals and at times, dissatisfied citizens.

Physical risks exposed to include toxic substances, specialized equipment and some heavy lifting.

6) Resource Accountability:

Administers the parks and recreation department budget.

The job classification 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.