

**City of Pendleton**

**Job Description**

**Parks & Recreation Director**

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| **Department**:  Parks, Recreation and Cemetery | **FLSA**:  Exempt |
| **Reports to**:  City Manager | **Representation**:  Unrepresented |
| **Pay Range**:  Department Head Salary Range 4 | **Date**:  8/10/2017 |

**GENERAL POSITION SUMMARY:** Position performs duties in planning, developing, coordinating, implementing and supervising all City Parks, including the River Walkway, the Aquatic Center, Recreation Center and the Olney Cemetery. Develops or approves the maintenance and expansion of these facilities as well as the associated programs, such as recreational and athletic programs and events for the City of Pendleton.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Planning Develop short and long range goals and plans for future development and improvement for the City’s parks and River Walkway, cemetery, aquatic center, and recreational activities. Responsible for organizing seasonal maintenance activities for all facilities. Work with Special Projects Coordinator to develop or approve future grant opportunities. Performs research associated with department activities and prepares options and goals for policy consideration.
2. Financial Responsible for complete financial management and record keeping for the Parks, Recreation, Aquatics Center and Olney Cemetery to assure compliance with city regulations. Develops the annual budget for all divisions of the department. Makes recommendations on staffing and capital improvements to properly sustain and/or progressively develop the activities and/or amenities of the department. Maintain equipment schedule for budget resources and replacement.
3. Business Operations Responsible for managing all contracts and business relationships. Responsible for staffing all divisions and all aspects of supervision including recruitment, hiring, training, monitoring, evaluating and correcting performance, resolving workplace problems and conflicts, and administering discipline. Record daily staff attendance, produce work orders and assign daily tasks using work orders to staff. Track daily progress of work completed.
4. Communication Represents the department at various meetings, such as City Council, Budget Committee and Department Head meetings. Communicates with civic groups, service clubs and organizations about activities of the department. Assures that programs are appropriately marketed to ensure community participation. Communicate project progress to all those involved, including the City Manager. Communicate to staff upcoming plans for projects, events, schedules, staffing and evaluate staff feedback. Conduct weekly meeting with division management to coordinate staff, equipment, and marketing. Oral, written, email and text communication between division managers on their respective division activities. Communicate, coordinate and support other City Departments as needed.
5. Commission Acts as staff to the Parks and Tree Commissions. Considers their recommendations when developing facilities and programs; policy development; short and long range goals, and other tasks as requested by the Commissions and approved by the City Manager. Assures compliance with public meeting laws, including providing public notice of meetings, and ensuring appropriate agendas, minutes and other meeting records are prepared; filling vacancies according to policy; equipping  all new members with appropriate handbooks, by-laws or other information; and providing all necessary support to the board, such as research and analysis, reports, and implementation of decisions.
6. Cemetery Management Maintain control of Cemetery schedules, grave excavation safety procedures and grave set up. Ensure that funerals, interments, historical gravesite research, burial records, etc. are properly coordinated, maintained or managed. Reassess cemetery charges and fees annually. Assure that perpetual care, pre-need sales and any other regulated activities are accomplished within the guidelines of the Oregon Mortuary and Cemetery Board.
7. Park Management Evaluate all 22 parks and many other landscaped areas, including overpasses and City facilities such as City Hall, the Convention Center and others, and list maintenance tasks needed to make each park is safe and attractive. Maintain inventory of picnic tables, barricades, trash receptacles, benches, BBQs, drinking fountains and signs, and develops plans for replacement and/or repair. Produce fall tree planting plan and communicate trees needed for purchase with the nursery to insure availability. Promote and track memorial tree and bench program. Work with volunteers on Adopt a Park and Adopt a Parkway projects. Order fall safety surface for playground areas and paths and deco bark for landscape areas. Organize list of parks for yearly herbicide application, and relay this information to contractor for work to be done.
8. Recreation Management Approves development and implementation of comprehensive recreation programs, including summer parks program, aquatic program, adult athletics, ski buses and special events.

**IMPORTANT FUNCTIONS:** (list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)

1. Offer feedback on Activity Guide draft. Produce welcome letter from the Parks Director for Activity Guide, and proofread guide before sending to print.
2. Advise staff of any training opportunities.
3. Communicate with schools and private sports groups to coordinate sports field, tennis court, and other park area usage.
4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** (what separates this job from others in the series?)

Not in a series.

**JOB SPECIFICATIONS:** (Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in Public Administration, Recreation Administration Park Management or a closely related field.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Five years of progressively responsible management experience in the field; knowledge of facility planning, design and development; grounds maintenance, Cemetery operations, Aquatic Center operations and/or Recreation programing.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of grounds maintenance procedures and associated equipment, including irrigation operation, and timing of seasonal turf care.
2. Knowledge of herbicide application procedures, rules and regulations.
3. Knowledge of tree care, tree ID, and proper planting techniques.
4. Ability to supervise a wide range of employees with different skill sets, knowledge, and ages.
5. Knowledge of proper Cemetery operations, procedures, and safety policies.
6. Knowledge of Aquatic Center pool and concessions operations, and Ice rink erection and removal.
7. Knowledge of Recreation program operation.
8. Knowledge of safety standards, practices and procedures applicable to department.
9. Knowledge of City policies, procedures, regulations and rules, and ability to implement and apply them.
10. Knowledge of fiscal management processes, including budget development, spending controls, and accurate record-keeping, and ability to apply them.
11. Skill in effectively supervising the work of employees and contractors.
12. Skill in communicating effectively verbally and in writing.
13. Ability to analyze needs and develop short and long range goals.
14. Ability to work independently in the absence of supervision.
15. Ability to develop and maintain effective working relationships with a variety of organizations and individuals.
16. Ability to match grant possibilities with department needs.
17. Ability to prioritize multiple tasks according to weather conditions, staff availability, equipment needs, facility and field schedules, and organize the timing to meet deadlines.
18. Ability to maintain regular and predictable attendance to serve customers, interact with staff, colleagues, patrons, etc., attend meetings and trainings, etc.
19. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
20. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV
2. Basic hand tools.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Parks Supervisor, Recreation Supervisors, Office Specialist and Communications Coordinator directly, and all other staff including Utility Workers, laborers, custodians and seasonal staff, through subordinate supervisors.
2. This position reports to City Manager. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

c) Work is also guided by an advisory commissions.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

1. **Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office, but also includes working outdoors in various weather conditions at various City parks and other properties, and attendance at various community meetings and functions.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) driving, limited exposure to chemicals such as cleaning supplies, or pesticides, and non-routine exposure to equipment such as mowers.

1. General hours of work are during non-standard office hours, but also includes some evening, weekend or holiday work related to observing or monitoring activities, such as funerals or special events. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

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.

Drafted: 11/06/01

Adopted: 11/20/01

Revised: 8/10/2017

Revised: August, 2020

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Employee Acknowledgment/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.