

# CITY OF TUALATIN

## Classification Description

**Job Title:** Parks and Recreation Manager  
**Department:** Community Services  
**Reports To:** Community Services Director  
**FLSA Status:** Exempt

**SUMMARY:** Assists in short and long-range park, recreation, and bicycle planning, funding, land acquisition, and new development and renovation of existing facilities and areas. Manages public use of parks. Provides staff support to various citizen involvement committees. Coordinates policy and public involvement for Urban Forestry Management. Provides leadership and management of recreation services. Develops and manages special projects and programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Manages park and bikeway planning and feasibility studies, land acquisition through the development process, site master planning and design, preparation of plans and specification, bidding, and construction administration; obtains development permits and ensures compliance with conditions.

Prepares and administers grant proposals and projects; prepares and monitors capital and operating budgets. Keeps accurate records on assigned projects and programs.

Manages development, implementation and continuous improvement of recreation, arts, and cultural programs; special events; and older adult services through staff, volunteers, and partnerships and collaborations with non-profit organizations, foundations, and the business community to leverage City resources and provide sponsorship opportunities.

Develops policies, procedures, and marketing for public use of park and recreation facilities and areas including coordination of reservation and permitting system.

Provides technical leadership to Youth Advisory Council and Park and Recreation Advisory Committee and other public outreach initiatives.

Selects, trains, supervises, and evaluates work of employees, and volunteers; serves as Acting Community Services Director and attends meetings on their behalf as assigned.

Develops policy, planning, coordination, and public involvement of City's Urban Forestry Management Plan.

Coordinates with other departments and outside agencies, including parks and facilities maintenance to ensure availability of facilities for public use.

Prepares requests for proposals and manages consultants, concession agreements, leases and contracts.

Advises and consults with the Community Services Director on policy matters relating to parks and recreation, youth development, older adult services and urban forestry.

Assists in the development and implementation of goals and objectives related to specific areas of responsibility and Community Services Department in general.

Prepares complex public and administrative reports and written correspondence.

Makes public presentations before commissions, boards, and civic and professional groups and organizations regarding parks and recreation, youth development, older adult services and urban forestry.

Handles public complaints and information calls.

Ensures that services and programs are operated, and capital improvement projects are constructed, in compliance with Best Management Practices, local, state, and federal guidelines, rules, and laws.

Coordinates risk management and compliance with Americans with Disabilities Act for park and recreation facilities and programs.

Continuously improves operations, decreases turnaround time, streamlines work processes, and works cooperatively and jointly to provide quality customer service.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

**SUPERVISORY RESPONSIBILITIES:** Supervises the Office Coordinator, Recreation Program Specialists, Center Supervisor, temporary employees and volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Attendance & Punctuality** – Consistently at work and on time; Arrives at meetings and appointments on time.

**Change Management** - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

**Cost Consciousness** - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

**Crisis Management** – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

**Customer Service** - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

**Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

**Dependability** - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Design** - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

**Ethics** - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

**Managing People** - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Planning & Organizing** – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

**Project Management** – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

**Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that

conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats all others with respect and consideration; inspires respect and trust; cultivates relationships with individuals and organizations to further City goals and objectives.

**Reasoning Ability and Problem Solving Skills:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Develops alternative solutions and works well in group problem solving situations. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. The incumbent must exercise considerable initiative and independent judgment in performing duties.

**Strategic Thinking:** Assists with development of strategies to achieve organization goals; understands the capabilities of the organization. Recognizes opportunities and deals with internal as well as external economic, political and social issues and topics.

**Technical Knowledge, Skills and Abilities:** Knowledge of principles, practices, methods and materials used in the construction of parks and recreation facilities; contract administration; principles and practices of supervision, including training and performance management; budget development; grant writing and administration; and applicable laws, regulations, and City standards and policies related to the construction and rehabilitation of parks and recreation facilities; principles and practices of recreation and special event programming and provision of senior and cultural services.

**Computer Skills:** To perform this job successfully, an individual should be able to operate a personal computer and have knowledge of project management; spreadsheet, word processing, and web publishing software.

**Other Qualifications:** Possession of a valid Oregon driver's license and acceptable driving record.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in Park and Recreation, Public or Business Administration or a related field plus a minimum of five years of increasingly responsible experience in the field of park and recreation, landscape architecture, or planning, including two years of supervisory experience. Other combinations of experience and education that meet the minimum requirements may be substituted. Certification by the National Recreation and Park Association or a state affiliate as a Parks and Recreation Professional preferred.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

Required to work nights, weekends and holidays to monitor and/or supervise programs, use of facilities, and public involvement through advisory committees and community outreach efforts.