

LINN COUNTY CLASSIFICATION

TITLE: PARK MANAGER

NUMBER: 841

APPROVAL ORDER NUMBER: 2019-039

PAY RANGE: 18

DATE: FEBRUARY 12, 2019

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists the Director and Parks Operations Supervisor in managing, operating and maintaining the Parks and Recreation Department's facilities and grounds. Supervises Parks' field staff. Assists in development, supervision and operation of park facilities, recreation services, concessions, events and activities.

SUPERVISION RECEIVED: Works under the general supervision of the Parks and Recreation Director or the Parks Operations Supervisor who assigns responsibilities and reviews work for results obtained and conformance to assignment.

SUPERVISION EXERCISED: Exercises supervision over assigned Parks and Recreation personnel; participates in selection of new personnel; assigns duties, provides training, evaluates performance and recommends personnel actions. May be assigned additional supervisory duties in the absence of the Parks Operations Supervisor or Parks & Recreation Director.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervises, trains and schedules assigned staff; reviews daily work progress and determines solutions when problems arrive. Supervises employee activity and equipment operations to ensure safety practices; implements and maintains safe operating practices and assures compliance with proper safety procedures, rules and regulations.
2. Responds to the public, citizens, employees and others in a prompt, professional and courteous manner while maintaining a positive customer service demeanor. Assures fair and equitable visitor compliance with County Park Code. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
3. Manages, operates, maintains, repairs and constructs parks related facilities and equipment. Determines the materials, equipment, facilities, supervision and other needs necessary to assure provision of safe quality parks and recreation facilities and experiences. Supervises and manages department related recreation services, concessions, sales, rental programs and recreation events in assigned areas.
4. Insures visitor and staff compliance with department policies, rules and regulations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
5. Maintains operational records and prepares periodic reports for required state regulated programs under their supervision.

6. Coordinates the planning, development and management of concessions-related activities including operation, inventory, contracting and staffing. Manages supplies and equipment inventory; reviews and evaluates parks operations and recreation programs; orders and purchases supplies and materials. Evaluates performance and manages parks services, events, sales and market programs. Actively promotes and markets the services, programs, activities and events of the department.
7. Reviews and implements department operational and safety policies, procedures and training programs. Makes recommendations and assists in development of new policies and procedures. Assists in the development of short- and long-range plans and strategic plans; coordinates programs, activities and department or county-wide initiatives with other staff and agencies as needed.
8. Manages assigned operations effectively and efficiently to achieve goals within available resources. Assists in program budget development and the development of new revenue opportunities to sustain quality programs and services. Assures assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control.
9. Develop and maintain effective, harmonious and reasonable work relationships with others. Assists other staff in the performance of their duties as assigned.
10. Maintain regular and predictable work attendance. Employee will be required to work a flexible schedule including potentially working evenings and weekends. Employee may also be required to work on three holidays (Memorial Day, Fourth of July and Labor Day).

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the practices, principles and methods involved in park & recreation management, operations, event planning and contracting. Knowledge of supervisory methods and techniques and knowledge of safe working practices. Extensive knowledge of: parks and recreation program administration, planning equipment, facilities, operations and techniques used in a comprehensive parks and recreation program. Expertise in safety requirements of parks and recreation activities and skill in operation of listed tools and equipment used.

Skill in the operation of personal computers and other digital equipment. Skill in the use of computer software applications including, but not limited to word processing,

spreadsheets, databases, website maintenance and the use of the internet.

Ability to develop, coordinate and direct varied activities involved in recreation services; establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants and the general public. Ability to communicate effectively both orally and in writing. Ability to train, layout, assign and supervise the work of subordinates. Ability to prepare reports and maintain accurate financial records. Ability to establish and maintain harmonious working relationships with contractors, subordinates, superiors and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible experience in park and recreation management including experience in a supervisory capacity. Considerable experience in recreation administration and contracting. Graduation from high school or possession of the equivalent GED certificate, preferably supplemented by additional college level coursework in parks and recreation or related field; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Class C motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is generally performed outdoors in all types of weather and in all Linn County Parks locations. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop and kneel. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move fifty (50) pounds is also required.