

LINN COUNTY CLASSIFICATION

TITLE: PARKS AND RECREATION DIRECTOR

NUMBER: 845

APPROVAL ORDER NUMBER: 2017-132

PAY RANGE: 26

DATE: MAY 23, 2017

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, directs and performs the acquisition, design, construction and maintenance of all county parks and museum facilities.

SUPERVISION RECEIVED: Works under the direction of the Board of County Commissioners who provide administrative direction and review work for results obtained.

SUPERVISION EXERCISED: Exercises supervision over all assigned departmental personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain 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. Review and analyze the effectiveness of the department services, plan and direct the overall improvement and operation of the Forest\Parks system. Develops and implements parks policies and procedures to insure safe, secure and proper use of the county parks system by visitors.
2. Direct and participate in the acquisition, planning, design, contracting and construction of the county parks and county museum buildings; utilize other county professional and technical personnel such as county counsel, engineer, surveyor, building inspector, etc., and other appropriate state and federal agencies.
3. Prepare the department's annual budget proposal; manage approved budget. Develops and implements long term park department business plans/strategies to insure revenue and expenditure goals are achieved.
4. Direct and coordinate the operation of the county museum and related facilities; supervise the collections, cataloging, exhibit designs, publications and community involvement of the museum program.
5. Direct the organizing, assigning and training of department personnel through the subordinate staff. Appoint all department employees (the hiring of field personnel is done jointly with the Operations Supervisor).
6. Keep County Board of Commissioners and the Parks & Recreation Commission informed of developments in the parks field, including local developments relating to the county park system. Develops and implements parks and recreation system master plan.

7. Keep the County Board of Commissioners and the Linn County Historical Museum Commission informed of developments in the museum field, including local developments relating to other local government museums in Linn County.
8. Establish and maintain cooperative planning, working and promotional relationships with municipal, state, federal and volunteer agencies and private individuals and organizations concerned with the park and recreation related needs of Linn County.
9. Pursue opportunities to meet current and future recreation needs of Linn County through public and private grants and partnerships.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

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: Thorough knowledge of various park and recreation programs. Thorough knowledge of park planning and design, construction, use and maintenance. Considerable knowledge of supervisory and management methods, practices and techniques. Considerable knowledge of the county organizational structure and goals, procedures, methods, materials and equipment used for park operation and maintenance. Knowledge of budgetary practices and preparation; knowledge of safety practices.

Ability to communicate effectively both orally and in writing. Ability to supervise the working activities of subordinates. Ability to prepare and present oral and written reports in a clear and concise fashion. Ability to plan and develop a county-wide park and recreation program. Ability to establish and maintain harmonious working relationships with superiors, state and federal officials, subordinates and the general public. Ability to prepare grant proposals.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible experience in parks and recreation programs with at least one year in a supervisory capacity; and graduation from a four-year college or university with a Bachelor's Degree in parks and recreation, planning, architecture, landscaping, construction design or related field; preferably supplemented by additional coursework at the Master's level in

a related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside. Work requirements include the ability to see, talk and hear, sit and stand; walk, bend, stoop, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability to lift or move fifty (50) pounds.