



CLASSIFICATION NO. 461
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FLSA: Exempt
EEO: 1

DIRECTOR, NORTH CLACKAMAS PARKS AND RECREATION DISTRICT

CLASS CHARACTERISTICS

Under administrative direction of the District Administrator to plan, strategize, develop, promote and manage the North Clackamas Parks and Recreation District; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

North Clackamas Parks & Recreation District (NCPRD) is a service district of Clackamas County which provides aquatic, developed and natural parks, and recreation facilities, recreation programs and certain types of social services to District citizens.

The Director of the North Clackamas Parks and Recreation District is responsible for planning, managing, directing and integrating all District facilities, programs and operations. The incumbent is a member of the County's Executive Management Team and is responsible for fulfilling department objectives as administered by the District Administrator

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, strategizes, organizes and directs NCPRD programs, operations and capital projects including the operations of the aquatic park, Milwaukie Center and various other park facilities; determines staff requirements; facilitates the development, implementation and Board approval of short and long-range master planning goals.
2. Hires and directs department management staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
3. Oversees the development and administration of the annual and supplemental budgets; presents budget proposals to District budget committee and District Board of Directors analyzes and prepares revenue projections; prioritizes expenditures for services and capital improvement projects based on master plan goals; negotiates intergovernmental agreements for land and facilities.
4. Manages the design and construction of district capital improvement projects; oversees the acquisition of land for park and recreation facility development.

5. Requests, reviews and selects bids for design and construction services; prepares, negotiates and administers service contracts; monitors project expenses to ensure completion within budget; reviews and approves work order changes; authorizes payment to contractors.
6. Participates in regional and state organizations to promote parks and recreation; meets with the public to discuss specific problems or hear appeals; prepares and delivers oral presentations to Board of County Commissioners acting as the NCPRD Board of Directors, District Advisory Committee, local government bodies and civic groups regarding park issues and projects
7. Actively engages with citizens, community groups, and other community stakeholders. Attends various meetings to promote public relations and enhance services and programs within the community.
8. Other duties as assigned by the District Administrator.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of urban park, aquatic and recreation management, public administration, personnel management, community planning and organization.

Working knowledge of: Principles and practices of project/construction management and engineering/architectural terms applicable to capital improvement projects; real estate acquisition principles and practices; budget preparation and administration techniques; contract preparation and administration techniques; statistical research techniques; basic math; English grammar and composition.

Skill to: Communicate effectively, both orally and in writing;; interpret and apply laws, ordinances and regulations that pertain to real estate acquisition and capital improvement projects; compose and negotiate contractual agreements; prepare and deliver oral presentations to private and/or public bodies; prepare clear and concise reports; establish and maintain cooperative relationships with County employees and the public; train, direct, evaluate and supervise management, professional and technical personnel in multi-disciplinary team activities; motivate employees to provide quality service to citizens; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision-making.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 3/21