



CLASSIFICATION NO. 839

Established: 12/16

Revised: 6/22

FLSA: Exempt

EEO: 2

## **NORTH CLACKAMAS PARKS AND RECREATION DISTRICT DIVISION DIRECTOR**

### **CLASS CHARACTERISTICS**

Under administrative direction of the North Clackamas Parks and Recreation District (NCPRD) Director, to plan, organize and manage a distinct scope of responsibilities within NCPRD; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

North Clackamas Parks & Recreation District (NCPRD) is a service district of Clackamas County that provides aquatic, park, recreation, education and social services to senior citizens, youth, students and other County residents within the park district boundaries.

The North Clackamas Parks and Recreation District Division Director is responsible for planning, coordinating and administering a comprehensive system of management functions of an assigned division within NCPRD. Incumbents provide direction to division management within their functional area to facilitate strategic planning, program development, establishment of annual goals and objectives, and the coordination of services with other programs and parks and recreation services. Incumbents are also responsible for assisting the NCPRD Director with budget development as well as administration and management of the NCPRD budget for their respective program(s). Incumbents report to the NCPRD Director and participate as members of the NCPRD Executive Management Team.

The North Clackamas Parks and Recreation District Division Director differs from the Aquatic and Recreation Manager, which is responsible for the day-to-day planning, coordination and supervision of an aquatics center and the District's recreation programs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops and administers strategic operational plans, program objectives, and short- and long-range goals; determines program priorities and develops program work plans; ensures projects are completed within time and budget limitations; develops and oversees implementation of policies, procedures and guidelines to meet established goals and standards; ensures compliance with health and safety codes and licensing requirements; evaluates changing needs and priorities in the community and proposes new planning initiatives and policies.

2. Plans, organizes, and directs NCPRD programs and operations of the Parks, Recreation Planning, or Administrative divisions; oversees and identifies funding sources and preparation/reviews of applications seeking grant funding; monitors reporting of grant progress and timely submissions of reimbursements; facilitates the development and implementation of Cost Recovery goals.
3. Hires directs and develops division management, supervisory, technical and professional staff; determines staff requirements and recruitment needs; 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.
4. Develops and recommends annual and supplemental budgets for parks and recreation area divisions; authorizes/reviews program expenditures and payments to contractors and consultants; monitors and forecasts revenues; gathers and compiles data and prepares reports and presentations.
5. Prepares, negotiates, and administers parks and recreation program, development, and maintenance contracts, intergovernmental agreements, and memorandums of understanding with other jurisdictions, departments, and agencies; prepares plans and specifications; inspects and reviews ongoing and completed work for compliance with contract specifications.
6. Monitors and evaluates facilities, programs and/or services; addresses current/future needs; develops quality control measures and standards; evaluates requests for facilities or program improvements and/or new activities; maintains an environment of exceptional customer service; resolves customer concerns and complaints.
7. Develops and monitors planning and capital improvement program; develops requests for proposals of capital construction projects; provides project management and supervision for projects, capital improvement plans, construction, and policies for the division; monitors and evaluates condition of facilities, equipment, and services; forecasts repair and replacement of infrastructure and equipment.
8. Promotes NCPRD activities and programs with community groups and the public; serves as District representative at public meetings and on local/regional committees and teams for parks and recreation related activities and projects; prepares and presents oral and written reports, actions and recommendations to the public, staff, NCPRD Director, and the Board of County Commissioners.
9. Serves as a key member of the NCPRD Executive Management team; advises the Director by providing strategy, analysis, collaboration, consultation, and recommendations as requested; assists other NCPRD programs in related matters as appropriate.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Management principles and practices, including supervisory and budgeting techniques; techniques of consensus building; funding sources and financing methods; participative management theories; basic marketing concepts and techniques; recordkeeping techniques.

Working knowledge of: Principles and practices of urban park, aquatic and recreation management, financial management, personnel management and supervision, community planning and organization; principles and practices of project/construction management and engineering/architectural terms applicable to capital improvement projects; Federal, State and local laws and regulations applicable to the operation and maintenance of urban parks, aquatic and recreation facilities; social, political and environmental issues influencing program/project development and implementation; statistical research and analysis techniques; basic math; English grammar and composition.

Skill to: Organize, direct, train, evaluate and discipline professional, paraprofessional, administrative and maintenance staff; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; develop and administer parks and recreation programs, services, goals and objectives to meet needs of community; interpret and apply laws, ordinances and regulations that pertain to urban parks, operation of aquatic and recreation facilities, real estate acquisition and capital improvement projects; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; prepare and justify budget requests and grant proposals; develop, administer and evaluate processes and procedures; prepare and maintain reports and records; collect, compile and analyze information and data; operate computer software and other office equipment; interpret and apply Federal, State and local laws, regulations and statutes; establish and maintain effective working relationships with local schools, community organizations and businesses, vendors, media, County employees and the public.

### **WORKING CONDITIONS**

Some positions may require working evenings, weekends, and holidays.

### **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 seven (7) 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**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Some positions may require successfully passing a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in

compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/21