



CLASSIFICATION NO. 385

Established: 3/06

Revised: 1/11, 5/11

FLSA: Exempt

EEO: 2

PARKS MANAGER

CLASS CHARACTERISTICS

Under direction of the Director of Business and Community Services (BCS), to provide professional management of a distinct scope of responsibilities within County Parks, North Clackamas Parks and Recreation District (NCPRD) or the Natural Resources divisions of BCS; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Business and Community Services is responsible for managing an urban parks and recreation district and county-owned forest lands, preservation areas, and non-urban parks and recreation areas including boat launch ramps, hiking trails, a golf course and a marina.

The Parks Manager is responsible for the planning, coordination and supervision of a specific portfolio of assets, personnel and programs within one of the park divisions of BCS. Activities include staffing, program development and management, Capital Improvement Plan (CIP) management, asset management, budgeting, and related financial management. Up to four Parks Manager incumbents will manage distinct organizational units such as the County Parks Division, the Natural Resources Division, NCPRD's Planning, Development and Asset Management, and the daily operations of NCPRD's Facilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Maintains and enhances revenue sources; monitors user fee programs and adjusts as necessary; develops alternate revenue sources.
2. Develops and administers budgets and grant proposals; authorizes/reviews program expenditures; monitors and forecasts revenues; gathers and compiles data and prepares reports and presentations.
3. Develops and manages strategic plan(s) to optimize economic, environmental and social benefits; consults with Board of County Commissioners, staff and advisory boards to establish plan goals and develop an annual operating plan.
4. Oversees public relations activities; prepares and delivers presentations and provides program information to the public, community groups and agencies; develops public support and awareness of the Division; communicates regularly with neighborhood associations, service clubs and citizen advisory committees.

5. Monitors and evaluates facilities, programs and 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.
6. Develops and manages the Capital Improvement Program (CIP) in consultation with the County advisory boards; develops requests for proposals of capital construction projects; prepares bid specifications; evaluates and recommends preferred bids; negotiates and administers construction contracts; monitors projects to ensure completion within agreed timelines and budgets; reviews and approves work order changes; authorizes payment to contractors.
7. Hires, directs and develops staff to provide efficient and quality service to Clackamas County residents and non-resident patrons; prepares performance evaluations; recommends and implements disciplinary actions; conducts or facilitates staff training and development; promotes cooperative team efforts among staff, other BCS divisions, County departments and outside agencies.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Facility design, development and management; State and local building, zoning, sanitary and safety codes and regulations; contract preparation and administration techniques; real estate acquisition methods; financing and budgeting principles; personnel management principles and practices; participative management theories; specific technical education and skills relevant to assigned portfolio and responsibilities.

Skill to: Manage a discrete enterprise with minimal oversight; communicate effectively both, orally and in writing; prepare and deliver oral presentations to private and/or public agencies; negotiate and administer contracts; prepare clear and concise reports; implement policy as directed by the Board of County Commissioners through the County Administrator and Department Director; hire, train, evaluate and discipline assigned personnel; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; establish and maintain effective working relationships with County staff, outside agencies and the public.

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

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

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.