



CLASSIFICATION NO. 460  
Established: 9/22  
FLSA: Exempt  
EEO: 1

## **DEPUTY DIRECTOR, NORTH CLACKAMAS PARKS AND RECREATION DISTRICT**

### **CLASS CHARACTERISTICS**

Under administrative direction of the North Clackamas Parks and Recreation District Director, to plan, organize, direct, 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, recreation facilities, recreation programs and certain types of social services to District citizens.

The Deputy Director of the North Clackamas Parks and Recreation District is responsible for planning, coordinating, and administering a comprehensive system of management functions in accordance with revenue and expenditure limitations, department requirements, and legal guidelines. Incumbents provide direction to division management within their functional service areas to facilitate strategic planning, program development, establishment of goals and objects, personnel management, and communications. The NCPRD Deputy Director performs operational and managerial services as requested to support the NCPRD Director and may act as the director in their absence.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists the NCPRD director and district management team with division and district budget development and administration; reviews and analyzes financial, operating, and investment policies; researches and recommends funding sources and cost control measures; oversees the propriety of expenditures and establishes financial initiatives and standards; directs and coordinates the development of annual and supplemental budgets; monitors and reviews division budgets, revenues, and expenditures; coordinates presentation of budget proposals to NCPRD Budget Committee, DAC, and NCPRD Board of Directors; coordinates fiscal operations with County Finance.
2. Develops and recommends new and revised policies, programs, goals, and objectives; partners with NCPRD Division Directors to establish priorities and direct the preparation of the District's strategic plans, annual work programs and outcome reporting; monitors division operations to ensure customer service initiatives and target performance metrics are met in compliance with Federal, State, and local statutes, rules, regulations and ordinances; develops effective management programs and systems for special services and assigned areas of responsibility.

3. In coordination with the NCPRD Director, hires and directs department management staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes professionalism and cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
4. Provides consultation and operational direction to NCPRD division management on personnel processes including disciplinary action, grievances, staffing and recruitments, employee development, employee relations, promotions, and layoffs; may participate in the collective bargaining process as a member of the negotiating team.
5. Plans, organizes, and oversees central administrative functions including accounting, financial reporting, payroll, billing, personnel administration, risk management, information system administration, purchasing, vendor relations, facilities maintenance and clerical support; serves as a liaison to the other County Departments with jurisdiction in these activities; reviews and approves all department contracts and grants; develops, negotiates and/or approves subcontracts; prepares and/or reviews grant proposals; reviews legal issues and coordinates legal action with County Counsel; directs and coordinates the annual audit and works with internal and external audit representatives.
6. Assists the NCPRD Director in the administration of district programs and operations including the coordination of staff, consultants and contractors; facilitates and coordinates revenue and resource sharing among the various divisions; develops systems and controls to improve quality of business processes and performance; promotes excellence in customer service, executes customer service enhancement programs, and assists in the development of improved internal communications standards with district management, the County Administrator and the NCPRD Board of Directors.
7. Works closely with NCPRD divisions to provide oversight in meeting county risk objectives; exercises sound judgement independently in establishing a safe and health working environment; assists in the inspection of NCPRD facilities and equipment; identifies risk and loss hazards; analyzes, consults and develops loss control and loss reduction measures; investigates events that result in personal injury and/or property damage and loss; ensures compliance with safety regulations, rules, policies, and procedures; coordinates with district staff, and other managers and contacts, regarding the development of policies and procedures related to liability, casualty, and loss control issues for NCPRD.
8. Researches, understands, and implements new financial reporting standards; develops, researches, and analyzes procedures for implementation of new and/or existing accounting standards required by the Governmental Accounting Standards Board (GASB); monitors Governmental Accounting Standards Board and the Financial Accounting Standards Board exposure drafts and pronouncements for current standards and announcements of the release of drafts for future requirements. Oversees the maintenance of financial accounting systems and control records; assists divisions and staff in preparing, administering, and reporting on transactions; interprets County fiscal policies and procedures; advises on the propriety of expenditures.
9. Works closely and in concert with County Administration and Public and Government Affairs regarding state, regional, and local issues related to NCPRD; monitors and evaluates legislation, regulations and other issues for their potential impact on NCPRD and communicates updates to the NCPRD Director; establishes rapport, builds coalitions and

coordinates with similar departments or agencies in order to support, oppose or amend pending litigation and/or legislative proposals; provides and coordinates information and testimony before legislative committees, regulatory agencies and other appropriate bodies.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of urban park, aquatic and recreation management, personnel management, team building and conflict resolution, community planning and organization; principles and practices of administration including budget, grant and contract administration and government financing methods and funding sources.

Skill to: Communicate effectively, both orally and in writing; prepare and justify budget requests and grant proposals; 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**

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.