



City of Umatilla

Job Title:	Parks & Recreation Director	Job Category:	Non-Union; Exempt
Department/Group:	Parks & Recreation	Pay Grade:	Grade L Resolution #33-2023
Location:	City Hall	Reports to:	City Manager
HR Contact:	Jonathan Egan	Position Type:	Full Time
Supervision:	<p>Exercised: Plans, directs and supervises staff, volunteers, contractors, and operation of the Parks and Recreation Department.</p> <p>Received: Works under the direction of the City Manager.</p>		
Minimum Qualifications:			
<ul style="list-style-type: none"> Bachelor’s Degree in Parks and Recreation Management, Public Administration, Physical Education, Hospitality & Tourism, or related field Five (5) or more years of experience planning, organizing, coordinating and implementing a comprehensive community park and recreation program, or any combination of relevant education and experience sufficient to demonstrate the knowledge, skills, and abilities to perform the duties listed below. Three (3) or more years of supervisory responsibility. This includes experience in successfully establishing a customer-focused service division and/or certification in aquatics, park development, special events, risk management, facility operations Three (3) or more years of experience implementing principles and practices of budget development, administration, grant writing and management, and financial planning and management. 			
Job Description			
<p>GENERAL PURPOSE</p> <p>The Parks & Recreation Director is a key member of the City’s management team. The incumbent will be responsible for the development and implementation of the City’s parks and recreation goals and objectives, provide leadership in the creation, implementation, and evaluation of new recreation opportunities, and look to enhance and expand current recreation programs. The Director will effectively promote and market all parks facilities and programs with a focus on inclusivity of all community members with various abilities, backgrounds, and interests. The Parks & Recreation Director will seek to build and maintain relationships with community partners to coordinate and promote large community events, and will direct staff, volunteers, and contractors in facility use permitting, and community engagement. They will also oversee the selection, training, and evaluation of Department personnel. This will include managing the department’s budget and ensuring staff and program costs are meeting the goals and objectives of the City. The Parks & Recreation Director will also serve as the primary grant coordinator for the Department and collaborate with other City personnel on grant writing, coordination, and management.</p>			

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement Department goals, objectives, and priorities.
- Work in cross-departmental collaboration with other City departments to successfully execute recreation initiatives.
- Provides oversight and directs the operations of the City's recreation programs including planning, implementing, drafting, scheduling, and coordination.
- Acts as the primary grant coordinator for the Department, including researching, drafting and assisting in the drafting of grants and collaborate with other City personnel on grant management.
- Reviews recreation programs to ensure adherence and compatibility with organizational goals, objectives, and strategic initiatives.
- Design, manage, and produce community programs and events to meet Umatilla demands and community expectations. This position requires consistent follow-through, initiative, and independent thinking to deliver outstanding celebrations and collective experiences for our diverse community.
- Supervise and oversee community events and activities including the supervision of full and part-time, seasonal, and volunteer or event-only staff.
- Prioritize transparency and provide regular program updates ensuring all parties are informed, aligned, and working together toward successful outcomes.
- Participates in a variety of task forces, committees, meetings, and/or training sessions; develops partnerships and interagency initiatives.
- Performs administrative oversight of departmental agreements, contracts, grants, and/or regulatory compliance issues.
- Develops department budget, approves expenditures, reviews financial statements, and manages financial operations.
- Assesses and monitors workload and allocation of duties of department staff
- Conducts performance evaluations and works with employees to develop individual goals and objectives.
- Work closely with community and business groups, the Parks & Recreation Committee, and other City departments.
- Attend meetings and represent Umatilla in multiple organizations and groups. Explain Umatilla Parks issues and projects, promote community participation and support, respond to community inquiries, resolve complaints, or refer them to the right departments as needed.
- Serve as a responsible spokesperson for media and public relations purposes under the direction of the City Manager and according to City policies.
- Effectively coordinates community activities with other departments, area school districts, social service organizations, and other community functions.
- Participates in other community civic and recreational activities to promote community recreation efforts and represent the City's support with our community partners.
- Works closely with supervised staff and will be required to cover subordinate duties.
- Work along side department staff and other City staff on nights, weekends, and holidays as required.
- Other duties as assigned

This list is illustrative only and not intended to specify every duty and job responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices of parks and recreation programs, public facilities management, office management, budget management, grant writing and coordination, and project management.
- Administrative principles and practices, including program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Record-keeping principles, procedures and techniques.
- Knowledge of social, political and environmental issues that influence municipal parks and recreation programs.
- Ability to lead the development of culturally responsive and high-quality programs within a complex marketplace, working with partners to achieve a cost-effective and sustainable model for serving the community.
- Ability to develop and manage partnerships with community organizations
- Ability to represent the organization at community meetings and events
- Ability to facilitate meetings, workshops, or community events
- Skills to develop media, marketing and storytelling ideas to advance community engagement
- Must be able to work evenings and weekends, including holiday shifts or long hours, as necessary
- Program development and administration principles and practices
- Policy and procedure development practices
- Principles and practices of grant and/or contract administration
- Monitoring and evaluating subordinates, programs, and contracted partners.
- Contract & vendor management
- Risk & safety management
- Events development and oversight, including sponsorship management.
- Making data-based program decisions
- Creating a culturally inclusive work and community environment
- Developing and implementing strategic plans
- Committed to providing world-class service to internal and external customers and exceeding their expectations frequently.
- Ability to complete tasks at a high level and timely, reflecting quality and attention to detail at every stage; with a keen ability to anticipate problems and take the appropriate initiative in determining the appropriate solution to those problems.
- Ability to demonstrate the highest level of professionalism and integrity through honesty, truthfulness, ethics, and impartial interactions.
- Strong adaptability and openness skills. Able to adjust as circumstances demand, apply on-the-spot critical thinking and prioritizing of multiple demands. Must be open to change and new innovations and works to ensure the success of such.
- Modern office practices, methods, procedure and equipment.

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works primarily in a usual office working environment, but has secondary responsibilities outdoors in City parks and trail systems. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines, but also may require use of City vehicles and recreational equipment. The noise level in the work environment is typical of most open office environments when working indoors, and typical ambient noise environments associated with working in a park setting.

Reviewed By:	Dave Stockdale	Date:	March 25, 2024
Approved By:	Dave Stockdale	Date:	March 25, 2024
Last Updated By:	Jonathan Egan	Date:	March 25, 2024

X

David Stockdale
City Manager

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