



## CITY OF MEDFORD, OREGON

### ASSISTANT PARKS AND RECREATION DIRECTOR

|  |  |            |
|--|--|------------|
| JOB TITLE: Assistant Parks and Recreation Director | DEPARTMENT: Parks and Recreation   |            |
| CLASSIFICATION:                                    | POSITION #: 342  | GRADE: S23 |
| UPDATED: August 2015                               | <input checked="" type="checkbox"/> Approved by Human Resources Director<br><input checked="" type="checkbox"/> Approved by City Manager |            |

#### **SUMMARY:**

Under general direction, assists in the planning, coordination and management of the Parks and Recreation Department; coordinates Department programs and strategies required to meet the City's goals and objectives. The Assistant Parks and Recreation Director reports to the Parks and Recreation Director.

The Assistant Parks and Recreation Director is a senior management class which may be assigned responsibilities for directing the activities of one or more divisions within the Department, in addition to being assigned various activities and projects assisting the Parks and Recreation Director in carrying out the Department's mission and goals.

#### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. This position:

- Oversees all programs and services in Parks and Recreation and administration.
- Is responsible for planning, directing, coordinating, supervising and managing parks and recreation/administration division operations and activities, including:
  - Youth, adult and older adult sports and other activities, special events, aquatics, etc.
- Coordinates programs and services with other City departments.
- Prepares and oversees the annual division/department budget.
- Possesses knowledge of necessary laws, regulations and codes to be compliant and effectively oversee the work of others.
- Exercises discretion applying general policy and procedures, resolves organizational and service delivery issues, and assists with setting strategic direction and obtaining organizational goals.
- Assumes significant responsibility for a variety of personnel activities including assigning and overseeing others, performance evaluations, selection, training, disciplinary action and termination.
- Presents to and coordinates with various elected officials and appointed stakeholders including: Parks Commission, City Council, City Manager, etc.
- Scope of assigned area will depend on departmental structure and is at the discretion of the Director.
- Upholds the values of the organization and has strong customer service orientation.



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- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.

#### **CORE COMPETENCIES:**

##### **Executive Leadership:**

Incumbents should have a solid foundation of individual contributor and supervisory/management core competencies identified by the organization, as well as the following core competencies identified as essential for executive leadership:

**Strategic Thinking** - Effective performers act with the future in mind. They plan and make decisions within the framework of the City's strategic intent. They know and understand the factors influencing strategy (e.g., core competence, customers, and the organization's current strengths and limitations). They consider future impact when weighing decisions. They constantly think in terms of continually improving City services.

**Visioning** - Effective performers are imaginative. They are able to create a vision of a preferred future for their teams. They communicate it clearly and enthusiastically in such a way that others are attracted to it. They are able to bring the vision to life for team members.

**Diplomacy** - Effective performers work well within the City's power network. They are perceptive to social cues in the environment. They recognize personal agendas. They are skilled at handling situations without arousing hostility, and are able to navigate the political waters of the City. They forge coalitions and know how to stay viable within the system.

**Business Thinking** - Effective performers see the City as a series of integrated and interlocking business processes. They understand general business concepts that govern these systems and their interfaces. They create and/or realign these systems in response to changing needs. They understand that a change in one process can have dramatic and unintended impact across the entire City. They are adept at using these interdependencies to synergistic advantage.

**Risk-Taking** - Effective performers have a history of, and propensity for, taking calculated chances to achieve goals. They find a balance between analysis and action. When they fail, they accept it, learn from it, and move on to the next challenge.

**Financial Acumen** - Effective performers understand the financial framework of the City. They establish and monitor appropriate financial measures (e.g., balance sheet, income statement, cash flow, etc.). They interpret and use financial data to make informed business decisions.

**Presentation Skills** - Effective performers are able to organize and deliver public speeches that effectively inform or persuade audiences. They are adept at using current presentation technologies and media formats. They are able to field audience questions comfortably and confidently.



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**Assertiveness** - Effective performers readily offer opinions and take action even when their position may be unpopular. They are willing to challenge others appropriately when required. They are self-confident – they trust their own judgment and are not overly dependent upon the approval of others.

**Global Mindset** - Effective performers see the City's business in a global context. They look beyond their own borders for opportunities for continuous improvement.

**Leader Identification** - Effective performers identify with the role of leader, and enjoy positions of responsibility and the exercise of authority. They understand that management is a distinct vocation, and choose to be in a leadership position.

**Government Knowledge** - Effective performers understand the general workings of the legal requirements within which the City functions. They monitor activities and trends within these requirements and maintain a current knowledge base. They use this knowledge to further the City's goals.

#### **QUALIFICATIONS/EXPERIENCE:**

- Significant years of leadership and management experience to perform the job effectively.
- Education degree in specific area of study as deemed necessary, ideal, or required; and/or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession.
- Possession of licenses and/or certifications associated with the assignment.
- Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days (ORS 807.020 (1)).
- Requires completion of a background investigation to the satisfaction of the City.



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| PHYSICAL DEMANDS / WEIGHT DEMANDS / WORK ENVIRONMENT |             |                |                       |                      |                       |
|--|-------------|----------------|-----------------------|----------------------|-----------------------|
| KEY  | Never<br>0% | Seldom<br>1-5% | Occasionally<br>6-33% | Frequently<br>34-66% | Continuous<br>67-100% |

| Physical Demands:   | 0%                       | 1 - 5%                              | 6 - 33%                             | 34 - 66%                            | 67 - 100%                           |
|---------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Sitting             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Standing            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Walking             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Talking             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Hearing             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Seeing              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Climbing            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Kneeling/Crouching  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Bending/Stooping    | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Twisting            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Reaching            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Moving/Transporting | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Driving             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

| Lifting:     | 0%                                  | 1 - 5%                              | 6 - 33%                             | 34 - 66%                            | 67 - 100%                           |
|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1-10 lbs.    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 11-20 lbs.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 21-50 lbs.   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 51-75 lbs.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 76 -100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| >100 lbs.    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

| Carrying:  | 0%                                  | 1 - 5%                              | 6 - 33%                  | 34 - 66%                            | 67 - 100%                |
|------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| 1-25 lbs.  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 26-50 lbs. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 50+ lbs.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

| Pushing/ Pulling: | 0%                                  | 1 - 5%                              | 6 - 33%                             | 34 - 66%                            | 67 - 100%                |
|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 1-10 lbs.         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11-20 lbs.        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 21-50 lbs.        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| 51-75 lbs.        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| 76 -100 lbs.      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| >100 lbs.         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |

| Conditions: | 0%                                  | 1 - 5%                              | 6 - 33%                             | 34 - 66%                 | 67 - 100%                           |
|-------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Indoor      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Outdoor     | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| H/C Temp.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Loud Noise  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Fumes       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |



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I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with City policies and all laws, rules and regulations related to my position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I have read and reviewed this document with this employee.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date