



CITY OF MEDFORD, OREGON

PARKS AND RECREATION DIRECTOR

JOB TITLE: Parks and Recreation Director	DEPARTMENT: Parks and Recreation	
CLASSIFICATION: Exempt	POSITION #: 118	GRADE: E35
UPDATED: August 2015	<input checked="" type="checkbox"/> Approved by Human Resources Director <input checked="" type="checkbox"/> Approved by City Manager	

SUMMARY:

The Parks and Recreation Director plans, organizes, coordinates and directs the operations, finance and budget, and activities of the City Parks and Recreation Department, providing the public with parks, facilities and recreational opportunities. Key performance areas include program planning, program development, and administration. This position reports to the City Manager, is “at-will” and supervises over employees in the Parks and Recreation Department.

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:

PROGRAM PLANNING:

- Develops short and long-range plans for park facilities, park expansion and land acquisition, and supervises the development and implementation of capital programs.
- Conducts needs assessments and feasibility studies on various recreation programs.
- Prepares and updates a variety of special studies and reports.

PROGRAM DEVELOPMENT:

- Develops and administers user fee and park maintenance policies.
- Develops cooperative programs and use agreements with internal and external agencies and citizen groups.
- Prepares contract documents and approves contracted park development projects.
- Reviews and assesses development fees in accordance with the parkland dedication ordinance.
- Administers the City Street Tree Program, City USA Tree Program, and other like programs.

ADMINISTRATION:

- Provides complex technical and administrative support, advice and recommendations to the City Manager, City Council, Planning Commission and various boards and committees.
- Serves as the Department public relations officer; directs preparation of press releases and public announcements, and serves as the liaison with City departments, etc.
- Prepares, administers and monitors the Department operating and capital improvement budgets.
- Supervises staff including: assigning work, coaching and assistance, preparing performance evaluations, employee development, hiring, disciplinary recommendations, etc.; administers applicable labor agreements.
- Scope of assigned area will depend on departmental and/or citywide operational structure and is at the discretion of the City Manager.
- Upholds the values of the organization and has strong customer service orientation.



CITY OF MEDFORD, OREGON

PARKS AND RECREATION DIRECTOR

- 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.



CITY OF MEDFORD, OREGON

PARKS AND RECREATION DIRECTOR

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:

- Ideally, five years of technical, leadership and management experience to perform the job effectively, preferably in the public sector; and
- Graduation from an accredited college or university with a bachelor’s degree in business or public administration, parks and recreation management, or closely related field 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, such as:
 - Knowledge of laws, rules and regulations concerning the operation of municipal government.
- 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.



CITY OF MEDFORD, OREGON

PARKS AND RECREATION DIRECTOR

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

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

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

Lifting:	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 checked="" type="checkbox"/>	<input 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"/>

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

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



CITY OF MEDFORD, OREGON

PARKS AND RECREATION DIRECTOR

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.

City Manager Date