

CLASS SPECIFICATION
Parks and Recreation Director

FLSA Status: Exempt
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, organizes, integrates and directs the organization, financial management, administration, personnel and operations of the City's Parks and Recreation Bureau; directs the external affairs of the bureau with City officials, other bureaus, other government agencies, the public and community groups; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for planning, managing, directing and integrating programs and operations of a comprehensive, City-wide recreation program and the acquisition, development and maintenance of parks and the urban forest. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness. The work of this class is performed within broad policy direction established by the City Council and general policy direction from a designated elected official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Parks and Recreation Bureau; with subordinate managers, develops, implements and monitors work plans to achieve bureau, mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for recreation, parks and the urban forest; provides leadership and works with bureau managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and

activities that promote workplace diversity and a positive employee relations environment; provides leadership and promotes process and service improvement through the City's Service Improvement Initiative and other programs and activities.

4. Directs and participates in the assessment of City-wide and regional recreation program needs and assures bureau objectives and priorities are focused on meeting those needs; advises the City Council regarding policy issues, programs and projects to meet community needs.
5. Plans and directs the management and operation of the City's specialized recreation programs, including championship golf courses, museums, and the Portland International Raceway.
6. Plans and directs the development and maintenance of City-owned regional, neighborhood and community parks, including extensive recreation facilities located within these areas; plans and directs the operation and maintenance of specialized horticultural facilities, including greenhouses, an arboretum, botanical gardens, and community gardens.
7. Plans and directs the development, protection and maintenance of the City's urban forest and related natural resources.
8. Ensures the development and implementation of short- and long-range strategies for providing bureau services that provide measurable social and economic benefits to the community and contribute to the quality of life in Portland.
9. Directs the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; represents the City with other governmental agencies, professional organizations and elected officials.
10. Serves as the City's representative to professional and community groups, citizens and to other agencies, organizations and individuals.
11. Participates in major negotiations with contractors, consultants, vendors and other public agencies.
12. Addresses civic and other groups regarding bureau activities and programs to explain and promote public understanding of its work; serves as chief spokesperson and advocate for the bureau.
13. Meets with other City bureau heads to coordinate bureau activities that cross bureau lines of control.
14. Represents the bureau to the Commissioner-In-Charge and the City Council.
15. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to bureau operations.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a large municipal parks and recreation program.

2. Principles, practices and techniques involved in the construction, maintenance and operation of a large parks and urban forest system.
3. Federal, state and local laws, regulations and court decisions applicable to the operation and maintenance of a large parks and urban forest system.
4. Theory, principles, practices and modern trends in the fields of recreation, leisure and community services programs.
5. City functions and associated management, financial and public policy issues.
6. Principles and practices of budgeting, purchasing and maintenance of public records.
7. Social, political and environmental issues influencing program/project development and implementation.
8. Research methods and analysis techniques.
9. Principles and practices of effective human resource management and supervision.
10. Principles and practices of sound business communications.

Ability to:

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Plan, organize and direct the operations of a large, complex parks, urban forest and community recreation program.
3. Understand, interpret, explain and apply City policy and procedures.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Establish and maintain effective working relationships with elected officials, all levels of City management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in recreation, natural resources, public or business

administration, or a closely related field; and at least ten years of progressively responsible administrative or management experience in the operation and maintenance of a large, complex parks, urban forest and recreation program; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

4337 Parks and Recreation Director. Adopted: 1/20/76; Revised: 7/01/93

June 2009 - Change Job Class number from 7080 to 30000428, due to system change.