

**CLASS SPECIFICATION**  
**Assistant Parks & Recreation Director**

FLSA Status: Exempt

Union Representation: Nonrepresented/Exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the work of assigned departments within the Portland Parks & Recreation Bureau to achieve bureau goals and initiatives; directs and manages resource development efforts to secure public and private resources to advance bureau's mission; assists the Director in developing and implementing bureau's strategic plan; leads and directs the development of bureau strategies, policies and initiatives; assumes full responsibility and acts as the Parks & Recreation Director as requested and in the Director's absence; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for managing, directing and integrating multiple departments within the Portland Parks & Recreation Bureau to support the vision, mission, and values of the bureau. The incumbent assists the Director in developing the strategic direction for the bureau's critical operational departments, and contributes to effective implementation of strategies by providing bureau-wide operational, tactical and policy guidance. Responsibilities are broad in scope and require strategic thinking and planning, and allow for a high degree of administrative discretion.

The Assistant Parks & Recreation Director is distinguished from other senior manager positions by the broad strategic and operational support to the Director, by its role in policy development and implementation and by regularly serving in the Director's stead on key issues and in the Director's absence.

**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 assigned departments within the Portland Parks & 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 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 their 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; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Assists the director in working with the City's elected leadership to set and carry out the bureau's vision, mission and values; provides leadership and works with assigned 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.
4. Works with the director and bureau management team to develop, implement and administer comprehensive policies, guidelines, procedures and practices across the Bureau, consistent with City Charter and Code provisions, state and federal legal requirements and sound professional principles and practices; in areas of responsibility, confers with and coordinates the implementation of programs, policies and practices with Bureau executives, managers and other Parks related bureaus.
5. Assists the Director in charting and implementing the bureau's strategic plan; develops and recommends strategies and initiatives; provides direction to finance team in budget development process; determines and makes recommendations to the Director regarding resource allocation, initiation of programs and projects, determination of how resources are allocated; directs the analysis of ways to control costs, maintain efficiency, and improve effectiveness in the operating departments.
6. Oversees and manages staff responsible for providing financial planning and reporting, budgeting, and accounting to bureau; assists with development of bureau budget; manages and oversees the capital bond process, which includes significant responsibility for working with stakeholders including consultants, advisors, public, board, internal staff and others.
7. Oversees and manages a staff of public information, involvement and education professionals tasked with carrying out bureau-wide public information, involvement and education programs.
8. Oversees and manages Parks security staff; with the Parks Security Manager, evaluates the public safety and security program for City parks, recreation facilities, community centers and related facilities.

9. Works with assigned managers on strategic development of bureau workforce; promotes bureau equity initiatives and the vision, mission, and values of the organization as established in the three year Strategic Plan and Parks 2020 Vision goals.
10. Leads and directs the development of bureau strategies and policies, including implementation, monitoring and reporting; provides initial executive-level opinion on most matters and escalates key strategic issues to Director as needed; provides quality assurance oversight for all bureau programs and initiatives.
11. Provides general guidance, advice, policy interpretation, and policy direction for bureau programs, as needed and in Director's absence. May be assigned to direct and manage the programs and activities of any of the bureau's divisions or sections.
12. Oversees and manages assigned programs and activities; resolves difficult, sensitive and controversial issues; develops service delivery support model to ensure effective and responsible customer service to internal and external clients and stakeholders.
13. Acts as the Parks & Recreation Director for assigned projects, issues and in the Director's absence; serves as point person on key strategic initiatives; interacts with elected officials and City bureau directors to discuss initiatives, strategies or concerns at both broad and detailed levels; represents bureau interests in Parks-related negotiations, claims, or other legal actions.
14. Acts as primary liaison for Commissioners office and other City bureaus including Government Relations and Human Resources.
15. Provides oversight of bureau relationship with three labor unions (DCTU, AFSCME, COPPEA); helps resolve labor issues in conjunction with Human Resources.
16. As requested, represents the City and Parks & Recreation Bureau in meetings with community and business organizations, county and state officials and legislators, educational institutions and other constituencies; participates on the City's behalf in meetings with professional organizations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Strategic planning and implementation;
2. Principles and practices of management and public administration, including budgeting, purchasing and the maintenance of public records.
3. Budgeting and financial planning for a large bureau.

4. Conflict resolution methods and techniques.
5. Federal, state and local laws applicable to areas of responsibility.
6. Social, political and environmental issues influencing program/project development and implementation.
7. Research methods and analysis techniques.
8. City Code, procedures and requirements for contract review and approval.
9. Principles and practices of effective management and supervision.
10. Effective community and public relations.

**Ability to:**

1. Develop, monitor and provide analysis of bureau budget.
2. Analyze and make sound recommendations on complex legislative, regulatory, program management, funding sources and City management issues.
3. Manage strategic initiatives from conception to completion, including coordination with other City bureaus and elected officials.
4. Understand, interpret, explain and apply federal, state and City law, policy, regulations, policies and procedures applicable to areas of responsibility.
5. Present information, proposals and recommendations clearly, logically and persuasively in meetings and before groups.
6. Represent the City effectively in negotiations and interactions with grantor agencies and program stakeholders on policy, program design, contracting, interagency agreements and other issues.
7. Evaluate policy and practices and make sound recommendations for improvement; develop and implement appropriate procedures and controls to insure all funding source requirements are met.
8. Prepare clear, concise and comprehensive reports, studies, grant documents and other written materials.
9. Exercise sound expert independent judgments within general policy guidelines.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

11. Establish and maintain effective working relationships with managers and staff, representative of public and private agencies, city elected officials, grantor agency officials, community and business organizations, the media, the public and others encountered in the course of work,

12. Successfully manage relationships in a politically sensitive environment.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, or a closely related field; and at least seven years of progressively responsible finance, budgeting and administrative experience, at least three years of which were at a management level; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

N/A

**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: November 2012