

DIRECTOR OF PARKS & RECREATION**GENERAL FUNCTION AND POSITION SUMMARY**

This position is responsible for the overall vision and direction of the Parks and Recreation Department as well as administrative oversight of activities and programs including the acquisition, development, and maintenance of all park facilities and grounds; the establishment of recreation, athletic, community and senior centers, cultural arts, and special event programs; and the supervision and evaluation of assigned personnel.

Responsibilities include development and oversight of department goals and objectives; policies and procedures; budget development and oversight; and compliance with statutory requirements.

Considerable and frequent contact with the Mayor, City Council, and other department directors as well as representatives of local, state, federal, and tribal governments and agencies, and the public.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

1. Plans, directs, and coordinates comprehensive parks, culture and recreational programs and services for the city and provides strong and creative leadership and vision to the department and staff. Develops, supports, and models a positive and productive workplace culture.
2. Provides for the proper maintenance and operation of public parks, playgrounds, recreational and golf course facilities, Ivy Green Cemetery and related management agreements. Provides recreational programs on behalf of the City. Manages the 1% for the Arts program.
3. Develops a competent, well-trained properly structured and motivated staff capable of achieving departmental goals and commitments; evaluates employee performance, reviews projects and programs, and distributes work to ensure proper and efficient workflow. Supervises and/or directs the supervision, selection, training, discipline, and discharge of department personnel.
4. Works with advisory boards, foundations, community coalitions, elected officials, and other agencies in developing master plans and long-range plans for the acquisition, development and maintenance of community parks and recreational facilities.
5. Develops, implements, and evaluates effective and efficient operations of the department in the delivery of services to the public in a manner that complies with all applicable laws, regulations, and ordinances.
6. Works closely with the Parks and Recreation Commission. Directs planning and public involvement programs for neighborhoods, businesses and other community groups; provides staff support for their advisory board, committees and other community organizations partners, coordinating work plans and assignments to facilitate efficient and meaningful public involvement and policy direction.
7. Directs the establishment and maintenance of effective and efficient departmental work policies, systems, and procedures, consistent with city policies relating to personnel, budgeting and accounting, procurement, contract management and other administrative matters.

DIRECTOR OF PARKS & RECREATION

8. Oversees all parks, arts, cultural, recreation, and volunteer engagement programs and projects for the city. Coordinates programs and activities of the department with other city departments, local and regional agencies, and citizen groups.
9. Participates directly in the planning and development of significant community projects consistent with city goals and objectives.
10. Facilitates and promotes research, updated technologies and trends and recommends programming and resources to achieve objectives.
11. Prepares annual budget and justifies budget requests and amendments.
12. Projects and procures revenues and funding for the department, including management of grants and accessing federal and state funding sources.
13. Ensures the financial well-being of the department by establishing cost control measures and monitoring all fiscal operations of the department. Ensures the efficient and economical use of department funds, staffing, materials, facilities, and time.
14. Performs related duties as assigned to effectively accomplish assigned areas of responsibility and contribute to effective city operations.
15. Punctual, regular and reliable attendance is essential for successful job performance.

KNOWLEDGE, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Knowledge of:

- Principles and practices related to parks grounds and facilities including horticulture and landscaping.
- Principles of urban park planning and design, urban forestry, and environmental practices.
- Principles and practices of recreational activities, programs, community wellness, volunteerism, and community events.
- Principles and practice of risk management for parks, facility use, trails, and recreational programming.
- Principles and practices of effective management, including supervision, training, evaluation, motivation, problem solving, decision making, leadership, and discipline.
- Principles and practices of municipal budget development and administration, purchasing and contract requirements.
- Planning and development of capital improvement projects related to parks.
- Safety regulations, standards, guidelines, and practices related to parks and facilities maintenance, trails, and recreational activities and equipment.
- Principles of collective bargaining agreements.
- Principles of emergency management practices at a regional response level.

DIRECTOR OF PARKS & RECREATION**Ability to:**

- Provide strategic leadership to the department, elected officials and senior management.
- Plan, direct, and control the operations and functions as assigned to the Parks and Recreation Department.
- Plan, organize, develop, and supervise the work of subordinate employees, including training, assigning, and evaluating their work and providing job performance feedback.
- Research, draft, and submit proposals to receive grant funding.
- Critically analyze current policies, practices, and procedures, and implement changes as needed.
- Prepare, administer, and monitor complex budgets.
- Establish and maintain effective working relationships with staff, city officials, other government agencies, and the public.
- Remain current on legislative and regulatory changes that affect park and facilities maintenance and recreation programs and activities.
- Communicate effectively both orally and in writing; explain complex ideas to a variety of audiences including the Mayor, City Council, media, and the public in a clear, comprehensive, and professional manner; make public presentations and respond to questions from a variety of audiences.
- Effectively operate windows-based computer, including Microsoft Word, spreadsheets, database, and specialized software applications related to assigned duties.

PHYSICAL REQUIREMENTS

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform the job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, or using specialized equipment. The working conditions described here are representative of those that must be met (with or without accommodation) by an employee to successfully perform the essential functions of this job.

- Reaching. Extending hand(s) and arm(s) in any direction.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Public presentations and evening meeting are required on a frequent basis. Normal air-conditioned office situation. The noise level in the work environment is usually quiet.

DIRECTOR OF PARKS & RECREATION**QUALIFICATIONS**

Seven (7) years of full-time paid experience in parks and recreation work; at least two (2) of which involved preparing service program funding justifications, and at least three (3) of which involved supervisory responsibility at the senior management level; or any combination of training, experience, and education which provides the required knowledge skills and abilities.

Excellent skills in written and verbal communications, interpersonal relationships, problem solving, as well as a customer service orientation and sound computer skills are essential.

A valid Washington State driver's license is required and must be obtained prior to date of appointment or another date set by the City.

An equivalent combination of experience, education, and training sufficient to successfully perform the essential duties of the position as listed above must be demonstrated by the applicant.

DESIRABLE QUALIFICATIONS

- Municipal or public sector experience.
- Knowledge of Northwest native plant and tree species.
- Experience planting trees to mitigate climate crisis.
- Knowledge of and experience managing community gardens.
- Demonstrated experience interacting with committees and commissions.
- Experience overseeing/managing multi-sport complexes.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Occupational Group: Executive Management. In addition to the essential function of administrative head of an office or department, a person in executive management actively participates in: 1) evaluating the costs and effects of all existing operations and services; 2) devising strategies, advising, supporting and coordinating the activity of elected officials considering issues which involve conflicting or competing internal and external needs and resources; and 3) implementing City-wide service and operational changes.

Fair Labor Standards Act: The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Executive Employees exemptions.

Representation: This position is excluded from bargaining unit representation.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by Mayoral appointment pursuant to the Bremerton City Charter Article IV Section 21 which states in relevant part: "The Mayor shall be the administrator of the City...and shall make all appointments of administrative heads with confirmation by the City Council." Removal is at the will of the Mayor.

DIRECTOR OF PARKS & RECREATION

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.