



# OREGON CITY

OREGON

**PARKS & RECREATION DIRECTOR**

**\$120,348 - \$150,264 DOQ**

*Plus Excellent Benefits*

*Apply by*

**February 2, 2025**

*First Review, Open Until Filled*

***P*ROTHMAN**



**WHY APPLY?**

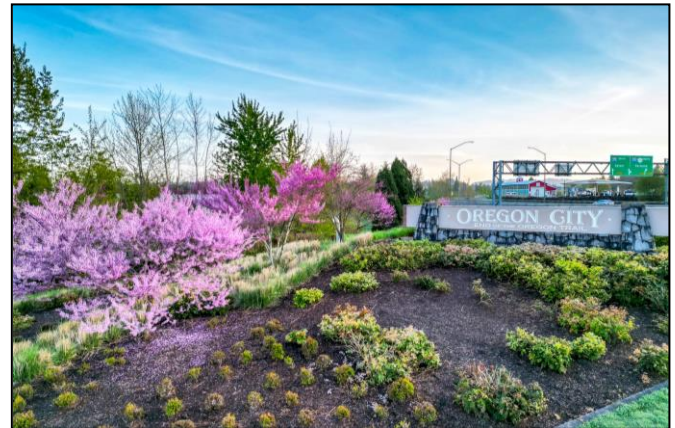


The City of Oregon City is excited to present an amazing opportunity for a dynamic and engaging leader to serve and lead the Parks and Recreation Department. Oregon City is proud to provide exceptional services to its citizens as well as a welcoming experience to its visitors. The City offers an outstanding quality of life, with residents that truly care about their community and businesses that want to make a difference. This position is an excellent opportunity for a parks and recreation professional that is ready to make a difference in a community that takes pride in its history, natural surroundings and quality of life.

**THE COMMUNITY**

Nestled atop the bluffs overlooking the iconic Willamette Falls, Oregon City is rich in history, natural beauty, and modern amenities. Situated at the confluence of the Willamette and Clackamas Rivers, Oregon City offers a unique blend of small-town charm and easy access to the amenities of the Portland metropolitan area. Just 13 miles south of downtown Portland and less than 25 minutes from the Portland International Airport, Oregon City is ideally positioned for residents and businesses seeking a high quality of life with convenient regional connections.

Known as “The City at the End of the Oregon Trail,” Oregon City is deeply rooted in history, being the first incorporated city west of the Rocky Mountains and serving as the original capital of the Oregon Territory. Today, Oregon City remains a vital regional hub as the County seat of Clackamas County and is designated as a Regional Center, with a population of approximately 38,469 residents across 10.27 square miles.



Oregon City offers an expansive range of recreational opportunities due to its proximity to rivers, excellent golf courses, Mt. Hood, and the Oregon Coast. Outdoor enthusiasts enjoy boating, water and snow skiing, swimming, golfing, and fishing, making Oregon City a haven for year-round activities. The city’s extensive parks, trails, and riverfront areas provide additional options for hiking, cycling, and picnicking.

The city is also home to several iconic landmarks, including the awe-inspiring Willamette Falls, the municipal elevator (one of only four municipal elevators in the world), and the End of the Oregon Trail Interpretive Center. Numerous historic sites add to Oregon City’s charm, most notably the home of John McLoughlin, known as the “Father of Oregon.” These landmarks, along with a well-preserved historic downtown, attract visitors from across the region and celebrate the city’s deep historical roots.

Oregon City is well-connected by major transportation routes, including Interstate 205 and State Highways 99E and 213, providing convenient links to neighboring communities such as Portland, Salem, Canby, and other parts of Southwest Clackamas County. The city’s prime location has fostered steady economic growth and a vibrant community atmosphere while preserving its historical character.

In addition to its rich heritage and recreational opportunities, Oregon City is known for its livability, offering residents a growing economy, and access to excellent schools. With its historic downtown, riverfront parks, and scenic trails, Oregon City continues to attract families, professionals, and outdoor enthusiasts who seek a balanced lifestyle blending history, nature, and modern convenience.



## THE CITY

Oregon City operates under the provisions of its own charter and applicable state law with a Council-Manager form of government. The elected officials consist of the Mayor and four Commissioners who serve staggered four-year terms. All positions have term limits, and no person shall hold office for more than two terms of four years in any ten-year period. The City Manager is appointed by the City Commission to oversee the delivery of public services and is responsible for all administration and management.

Operating on a 2023-2025 Biennial Budget of \$282,123,629 with 224.47 FTEs, the City provides a full range of municipal services to the community which includes police protection, traffic control and improvements, street maintenance and improvements, water, sewer and storm drain services, planning, zoning and building regulation and inspection, community library service, municipal court and parks and recreation. Fire protection is provided by the Clackamas County Fire District #1 which has its own tax rate.



## THE DEPARTMENT

Operating on a 2023-2025 Biennial Budget of \$12,974,000 with approximately 39 FTEs, the Parks and Recreation Department has 29 recreational facilities and works to create community in the City through people, parks, and programs. The Parks and Recreation Department provides space to learn and play as well as programs, services and activities for groups of all ages. The department promotes health and wellness through its recreational facilities and programming; it also maintains the cemetery. The functions of the Parks and Recreation Department are assigned to six major programs: Parks Operations Maintenance, Aquatics, Recreation, Pioneer Community Center, Mountain View Cemetery, and Facilities Maintenance. Each year, the department has over 85,000 visits to the city's pool and provides nearly 39,000 meals to Seniors in the community.



## THE POSITION

The Parks and Recreation Director is a senior management position and part of a top administrative team, responsible for integrating all public services provided by the City for its citizens. Working under the general direction of the Assistant City Manager, the Parks and Recreation Director plans, organizes, integrates, and directs the organization, programs, financial management, administration, personnel, and operations of the City's parks, recreation, aquatic, senior services, and cemetery. This position also plans, directs, and coordinates services with other departments, governmental agencies, and community groups. The Parks & Recreation Director oversees the Deputy Parks and Recreation Director and the rest of the department's management team.

To view a full job description, please view the attachment found [here](#) or visit [www.prothman.com](http://www.prothman.com).

**OPPORTUNITIES & PRIORITIES**

**Team and Department Development** is the next step in the evolution of Oregon City’s Parks and Recreation Department. The successful new director will apply their experience in building collaborative teams, focusing on the department goals and coordinating the department resources to achieve important objectives. Leadership skills will be key in developing and sharing the department vision through the staff and the Parks and Recreation Committee while supporting the direction of the City’s Commission.

**Capital funding enhancement and project management** is needed to complete the department’s capital project list. Whether it is planning the new community pool or replacing well used park amenities, both leveraging funding and getting projects completed is a central part of the position.

**External relationships** with current and perspective partners, as well as the community at large is a key role for the new director. Partners play a critical part in the department and in the Oregon City community. Being the face of the department, the director will be out in front on a number of occasions. In the event the city decides to ask for bond funding for recreation assets, the director will have a visible role in the public education process. The director will need to be both comfortable and effective on the public stage.



**THE IDEAL CANDIDATE**

**Education and Experience:**

Competitive candidates should have a Bachelor’s degree in Recreation, Business, Public Administration or related field and eight (8) years of progressive experience in a park and recreation environment, three (3) of which must be in a managerial capacity or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. A Master’s degree is preferred and may substitute for some experience. Candidates must have a valid state driver’s license with a safe driving record.

**Necessary Knowledge, Skills and Abilities:**

- Experience leading in a similar type of organization and experience reporting to a Commission.
- Experience successfully hiring and leading employees and proven team development skills.
- The ability to address issues and performance problems proactively and consistently and to hold others accountable.
- A passion for the current and future work of Parks and Recreation.
- Strong problem-solving skills, with the ability to identify and resolve issues promptly, gather and analyze information effectively, develop alternative solutions, and work well in group problem-solving situations.
- Demonstrated leadership presence and confidence in presenting to the commission, employees, and internal/external stakeholders.
- Ability to mentor, develop, and motivate employees, fostering engagement and professional growth.
- Experience leading the development and implementation of organizational strategic plans, goals, and objectives.
- Comprehensive knowledge of capital project management, including delivering projects on time and within budget.
- Advanced understanding of municipal revenue streams, budgeting processes, and new funding opportunities.
- Politically savvy, with the ability to navigate and manage relationships within local government and the community.
- Skilled in public speaking and delivering persuasive presentations to various audiences, including elected officials and the public.

- Experience in public bond measure education and communication.
- Strong public presence, serving as a spokesperson for the organization.
- High emotional intelligence, empathy, and integrity in decision-making and interpersonal interactions.
- Proven team-building skills, with a focus on fostering effective personal interactions and honoring diverse opinions.
- Strong communication skills, including the ability to collaborate with employees, the commission, and stakeholders in a consistent and professional manner.
- Ability to clearly articulate work expectations and outcomes to staff, including priorities, procedures, schedules, and deliverables.
- Skill as a strategic thinker with the ability to develop strategies that align with organizational goals, while identifying external threats and opportunities.
- Strong planning and organizing abilities, including overseeing work prioritization, efficient time management, and resource allocation.
- High level of professionalism, including tactfulness, respect for others, and recognition of political sensitivities.
- Excellent judgment skills, with the ability to make timely, sound decisions, explain reasoning, and include appropriate people in the decision-making process.
- An understanding of lessons learned in local government relationships and their application to improve future operations.
- Ability to build and maintain effective relationships, taking time to engage with community members and stakeholders.
- A commitment to ethical conduct, inspiring trust and upholding organizational values in all professional dealings.

**COMPENSATION & BENEFITS**

- **\$120,348 - \$150,264 DOQ**
- Oregon Public Service Retirement Plan (OPSRP)
- Medical/ Vision/ RX Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability
- 15 Days of Sick Leave per Year
- Vacation
- Holidays
- HRA-VEBA
- Employer Deferred Compensation (6.27%)
- 48 hours Executive Leave
- 125 Medical or Dependent Flexible Spending Account
- Employee Assistance Program

**For more information on the City of Oregon City, please visit:**

[www.orcity.org](http://www.orcity.org)



Oregon City is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 2, 2025**. Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "**City of Oregon City, OR – Parks & Recreation Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



[www.prothman.com](http://www.prothman.com)

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