



<b>CLASSIFICATION TITLE:</b> Parks and Public Facilities Director	<b>JOB NUMBER:</b> 7100	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Deputy City Manager	<b>PAY GRADE:</b> 33	<b>FLSA STATUS:</b> Exempt "At-Will"

## GENERAL SUMMARY

Performs complex executive work planning, organizing and directing the staff, activities, and operations of the Parks and Public Facilities department, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Deputy City Manager ("supervisor"). Departmental supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Plans, organizes and directs the activities of the Parks and Public Facilities department, including Parks and Public Facilities, Recreation, , golf course, and the Library.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
- Prepares the department annual operating budget; controls and monitors expenses within budget; ensures fiscal responsibility and cost consciousness.

- Plans, controls, and directs the design and maintenance of park, recreation, and campus facilities; prepares, selects, and administers consultant contracts for master planning, design, improvements and renovations of parks and facilities; negotiates a variety of contracts and ensures contract compliance; and coordinates with the Public Works Department for capital project design and construction.
- Facilitates, leads and/or participates in meetings and committees; represents the department and City at meetings and conferences; serves as a liaison between internal and external organizations, the general public, and other agencies.
- Coordinates department activities with other City departments; demonstrates and ensures organizational teamwork; prioritizes, controls, and evaluates department programs and projects; develops and pursues a program to obtain public and private grant funding for park projects.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable federal, state, and local laws, rules, codes and regulations related to assigned activities.
- Park planning principles.
- Recreational and educational programming.
- Public Library service.
- Project management.
- Real estate techniques.
- Park and facility management.
- Park maintenance practices.
- Park and natural area land management.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Risk analysis, including contract management
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Principles and practices of budget development and administration.

### **Skills and Abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.

- Provide managerial direction and support to operating divisions.
- Create and recommend policies.
- Represent the City on regional park issues.
- Prepare department annual operating and capital budgets.
- Select, train, supervise and evaluate personnel.
- Understand and follow oral and written directions.
- Identify and secure grant funding.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

## **SPECIAL REQUIREMENTS**

- Valid driver's license.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in landscape architecture, public administration, city planning, civil engineering or related field and six (6) or more years experience in the operation of parks and recreation programs, or development and management of significant capital projects, or public land and facility management including five (5) years in a senior management role, or equivalent combination of education and experience.

## **COMPETENCIES**

### **Executive**

- Manage to the future: Understands and communicates a clear vision and path to the future and takes appropriate steps to guide the organization in that direction.
- Have a global perspective: Recognizes and addresses issues that are outside departmental or municipal scope. Views issues without any preset biases or limitations. Takes information objectively, utilizing a broad framework in discussing and formulating opinions on current topics. Sees the "big picture."
- Display political and business acumen: Manages operations and initiatives with an understanding of the agendas and perspectives of others. Recognizes and balances the interests and needs of one's own group in the context of the broader

organization and community. Effectively translates business terms into concepts that can be understood by the organization and the public.

### **Managerial**

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### **Supervisory**

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

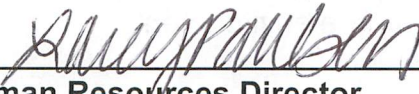
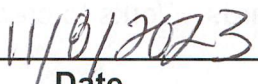

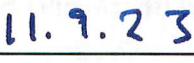
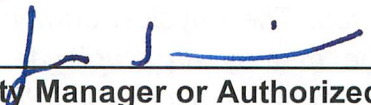
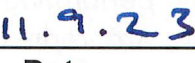
This work requires the regular and punctual attendance at the office or other assigned locations; work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

 _____ <b>Human Resources Director</b>	 _____ <b>Date</b>
 _____ <b>Department Head</b>	 _____ <b>Date</b>
 _____ <b>City Manager or Authorized Designee</b>	 _____ <b>Date</b>