CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Parks and Recreation Director** **E-PLAN**
SG:E-DH-C
DEPARTMENT: **Parks and Recreation** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Provides leadership, direction, and general administrative oversight to the Parks and Recreation Department and employees responsible for the development, maintenance and operation of the City park system grounds and structures, preservation of open spaces and scenic environments and the provision of leisure activities and services to citizens of all ages. Work involves significant community engagement and public involvement with elected officials, other policy makers, and citizens. Serving as a member of the City's senior management team, collaborates with the Executive and other City departments on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

SUPERVISORY RELATIONSHIPS:

Reports to the Mayor. Work is performed under general guidance and direction and according to City policies, procedures and various State and federal regulations. Supervises staff directly, or through assigned managers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. General Management: Plans, organizes, directs, controls, and evaluates the work of the Parks and Recreation Department. Oversees the management of the day-to-day administration of the Department, including budget, capital projects, on-going maintenance, recreation, stewardship and development of assets, personnel and labor relations, and customer service activities.

2. Strategic Planning: Works with advisory boards, elected officials and other agencies to develop master plans and long-range plans for the acquisition, development and maintenance of City parks and recreational facilities. Facilitates and promotes ongoing research into new approaches and trends and recommends implementation of programs to assist elected officials and their community plan for the future.

3. Policy Development: Develops, recommends, and oversees the administration of Parks and Recreation Department policies and guidelines. Maintains currency of policies and practices within the organizational needs of the City as well as with applicable federal and State laws and City Charter.

4. Personnel Management: Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and team work. Directly or through managers, appoints, supervises, provides for training and performance evaluation and development, and ensures accountability of Department employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe work practices and working conditions for employees. Ensures compliance with labor agreements and with City-wide and Department policies and state and federal laws and regulations.

5. Program Development and Project Management: Oversees all Parks and Recreation programs and projects for the City. Coordinates programs and activities of the Department with other City departments, local and regional agencies, and citizen groups to ensure that programs and activities are in place to meet the needs of all segments of the community. Participates directly in the planning and development of significant projects such as those involving multiple jurisdictions and long-term implementation and ensures these are consistent with the City's goals and objectives. Facilitates and promotes ongoing research into new approaches, technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.

6. Fiscal and Business Management: Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department including management of grants and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, manpower, materials, facilities and time. Ensures effective execution of enterprise fund cost center within the department.

7. Citizen Involvement and Communications: Directs planning and presentation of public involvement programs for neighborhoods, businesses, and other community groups. Provides for staff support of the Parks Advisory Board, Greenway Advisory Committee, and other parks-related citizen groups, coordinating work plans and staff assignments to facilitate efficient and meaningful public involvement and policy direction. Provides for City-wide citizen communication programs to disseminate information on Parks and Recreation projects and processes and conservation of assets.

8. Senior Management Team: Provides information and advice to the Mayor and City Council on strategic planning and accomplishment of City goals and objectives. Participates in organization-wide strategic planning. Coordinates the Department's activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost-effective delivery of services.

9. Environmental Stewardship: Under policy direction from the Mayor and Council, responsible for the protection of the City's park lands and facilities. Promotes and develops effective facilities and systems to maximize the public's enjoyment and use of park lands in harmony with environmental protection and stewardship. Works under applicable federal and State regulation and protection measures for protection of natural resources such as streams and forestland. Represents the City before regulatory agencies which interface with the work of the Department.

ADDITIONAL WORK PERFORMED:

1. Other duties as assigned by the Mayor.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practice of general business management and of municipal parks and recreation administration processes and management.
- Parks and Recreation Department work and operations, stewardship and maintenance of park lands, facilities, and community infrastructure.
- City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.

- Current departmental and related city issues and stakeholders (both internal and external), including other governmental legislative and agency processes, neighborhoods, and institutions.
- Applicable federal, State, and local laws and regulations, including development regulations, affecting the work of the Department.

Skill in:
- Excellent interpersonal skills for establishing and maintaining effective working relationships with staff, other departments, elected officials, the media, and the public.
- Highly effective team-building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups.
- Strong business and fiscal management skills.
- Problem analysis and decision making, adaptability/flexibility, and stress tolerance in a highly visible public environment.
- Excellent strategic planning, organizing, and time management skills.
- Excellent written and verbal communications skills including public presentation skills.

Ability to:
- Manage by objective and facilitate achievement of City's legacies and performance metrics.
- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Quickly grasp and manage complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects, and strategies.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual.
- Develop and maintain effective organizational structure, financial control, and management information systems for the Parks and Recreation function.
- Identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently under general policy and strategic guidance.
- Maintain consistent and punctual attendance.
- Willingness and ability to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally traverse on uneven terrain.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting subject to frequent interruptions with extensive work at a computer workstation and site visits to various City and community facilities, both outdoors and indoors. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in parks and recreation, public administration, program management or a related field. Master's degree is preferred.
- Five years progressively responsible experience in parks and recreation administration including three years in a senior management position.
- Experience working in a unionized environment preferred.
- Designation as a Certified Parks and Recreation Professional (CPRP) desired.
- Preferred qualifications include a significant record of:
  - Responsibility for general fiscal management, grants procurement, capital budget management, and strategic planning.
  - Experience in a community with active citizen involvement and experiencing significant growth.
  - Effective work with elected officials, advisory boards, community and environmental groups.
  - Within an ethical framework, exhibiting creativity and innovation in programs and processes.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the position will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.

PREPARED BY: 1/77

REVIEWED BY: _____
Dan Pike
Mayor

REVISED BY: B. Elmendorf
K. Hanowell
5/86

K. Hanowell for R.M.A.
1/06

L. Bryson
D. Webster
4/11