

JOB DESCRIPTION  
EXEMPT

JOB TITLE: Director of Parks and Recreation

DEPARTMENT: Parks and Recreation

REPORTS TO: Mayor

**PRINCIPAL PURPOSE OF JOB:** Responsible for planning, organizing, directing, and controlling all activities of the Parks and Recreation Department, including the planning, design, acquisition, construction, and maintenance of City parks, cemetery, recreational facilities, forest lands, and community center. Develops and implements policies, procedures, and practices to accomplish objectives and maintain existing programs for the department. Through the Recreation Manager, makes sure recreational programs are implemented and maintained. Through the Facilities Manager, makes sure City facilities, including all buildings and their operating systems, i.e., HVAC, etc., are properly maintained. Through the Operations / Forestlands Manager, makes sure parks and forestlands are properly maintained. Assures the efficient and economical use of department funds and other resources, including grant moneys, personnel, facilities, and time, to accomplish short-term and long-range objectives.

**LEVEL OF AUTHORITY:** Implements policies and programs with activities reviewed for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, following broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

**WORK ENVIRONMENT:** Work is performed primarily in an office setting and in community meeting rooms. Some work involves visits to various sites of parks, cemetery, and recreation programs, both indoors and outdoors.

**ESSENTIAL JOB FUNCTIONS**

1. Monitor and control performance of the department in conformance with objectives, plans, schedules, and budgets, implementing necessary corrective action.
2. Research and recommend to the Mayor programs, policies, and administrative techniques for the more economical and effective operation of the department.

3. Supervise performance of assigned staff and conduct regular performance evaluations.
4. Contact officials of county, municipal, state, and federal agencies for assistance in intergovernmental agreements and grants; prepare requests with appropriate supporting materials for various state and federal financial assistance; maintain appropriate intergovernmental coordination.
5. Provide staff support for the City's Park and Recreational Advisory Commission and the Anacortes Community Forest Lands Board (ACFL), directly and with the aid of department staff.
6. Schedule and assign department staff in accordance with project or program requirements. Supervise in-progress work to assure assignment is proceeding effectively and on schedule. Take appropriate action to eliminate disruptions, conflicts, and associated delays.
7. Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution.
8. Develop and maintain constructive relationships with City officials, other departments, community agencies and groups, and the general public regarding parks and recreation programs and activities, to ensure that efforts are effectively directed toward achieving City goals. Assist the Mayor and other department heads in special projects as assigned.
9. Conduct short-term and long-range planning of department activities and services; maintain a balance between administrative duties and long-range planning.
10. Attend frequent staff and community meetings as required, often outside regular working hours. Prepare and present regular reports as requested by the Park and Recreational Advisory Commission, the AFCL Board, and the City Council. Make presentations to the general public.
11. Prepare annual department budget. Monitor and control department expenditures.
12. Through the Operations/Forestlands Manager make sure all designated forest lands are administered in accordance with applicable laws and regulations, and for appropriate management for long-term objectives as well as short-term use.
13. Through the Recreation Manager, administer and supervise the recreation program to ensure conformance with objectives, community expectations, and applicable laws and regulations.

14. Through the Facilities Manager, supervise the maintenance of City facilities, including all buildings and their operating systems.
15. Assure that all work is performed in accordance with sound safety practices and procedures.
16. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

#### ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

#### QUALIFICATIONS

##### Technical

1. Must have a B.A. or B.S. degree in parks and recreation or closely related field.
2. Must have seven years of previous related experience to demonstrate thorough competency and extensive knowledge of the principles and practices applied to parks, cemetery, and recreation, including several years of management experience.
3. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
4. Must maintain membership in the Washington Recreation and Parks Association (WRPA) and maintain professional knowledge through journals and seminars.
5. Must possess a valid Washington State driver's license.
6. Must have computer knowledge sufficient to assign work and generate management-level analyses and reports.
7. Must be able to obtain a first-aid/CPR card.

##### Physical Capabilities

1. Ability to sit for long periods, as necessary.

2. Physical stamina to sustain long work days, including evening meetings, as necessary.
3. Physical ability to have access to parks and recreation facilities sufficient to monitor programs and evaluate staff performance.

Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and City personnel at all levels.
2. Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments.
3. Ability to write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products, in any form, on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If testing is required, will accommodation be necessary?

Yes \_\_\_\_\_ No \_\_\_\_\_