

JOB DESCRIPTION

JOB TITLE: Parks & Forest Lands Manager

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks Director

PRINCIPAL PURPOSE OF JOB: Responsible for supervising activities related to maintenance and operations of forestlands, parks, cemetery, and recreational facilities in compliance with established local, state, and federal standards. Participate in short-term and long-range planning for the department. Responsible for day-to-day supervision of assigned employees to make the most effective and efficient use of skills, facilities, and equipment available. Responsible for completing all aspects of various special projects (capital construction, grant writing, long- and short-range planning, etc.) as assigned by the Parks Director.

LEVEL OF AUTHORITY: Performs duties with only general direction and defined latitude for independent judgment within established guidelines and policies. Errors in judgment could have substantial impact on public acceptance of programs and efficient operations of the department.

WORK ENVIRONMENT: Some work is performed outdoors in all kinds of weather conditions and may involve potential exposure to hazards such as chemicals. Other work is performed indoors at recreational facilities, maintenance shop, and offices. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Participate with Director in long-range planning and establishing priorities for the operations, maintenance and capital project portions of the department.
2. Supervise assigned staff (regular and seasonal) including planning and organizing work activities; participating in hiring; conducting orientation and training; preparing performance evaluations for the approval of the Director; and recommending disciplinary action to the Director.
3. Ensure assigned vehicles and equipment are scheduled for routine maintenance at City shop.
4. As required, coordinate work activities with other City departments, representatives of local, state, and federal agencies, citizens, and equipment suppliers.

5. Coordinate, advise, and support the activities of volunteers and interested citizens in education, recreation, maintenance, and conservation programs. Work with the Anacortes School District and the Friends of the Forest to ensure that environmental education opportunities are available to Anacortes' young people within the ACFL. Conduct or supervise nature studies.
6. Make sure all work is performed in accordance with all federal, state, and local laws, rules, and regulations for safety standards. Serve on Citywide Safety Committee.
7. Maintain excellent public relations by assuring that public inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer public inquiries to the Director.
8. Prepare and present grant requests to various agencies as assigned by the Director.
9. Negotiate, prepare, implement and administer service contracts.
10. Prepare bid packages necessary for the purchase of various equipment, materials and supplies.
11. Coordinate with the Anacortes Police Department in enforcement of applicable regulations and laws.
12. Attend monthly meetings of the Forest Board and Park Commission. Present oral and written reports.
13. Write newsletter articles, press releases, recreation information flyers, and interpretive materials.
14. Assist other City departments in forestry-related problems, as regular work schedule allows.
15. Represent the interests of the City in cooperative relationships with other public agencies, neighboring property owners, and user groups. Maintain excellent community relations.
16. Stay informed on changing products and technology and make recommendations to the Director.
17. In department office, share responsibility to answer phones, greet people, and type own correspondence.
18. 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. Bachelor's degree in Parks/Recreation Administration, Park Planning, Public or Business Administration, or a related field. Five years supervisory experience in park and recreation administration or any equivalent combination of education and experience which provides the skills, knowledge and abilities sufficient to demonstrate competency.
2. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
3. Must maintain membership in the Washington Recreation and Parks Association (WRPA) and maintain professional knowledge through journals and seminars.
4. Must possess a valid Washington State driver's license.
5. Must be able to obtain a first-aid/CPR card.

Physical Capabilities

1. Physical strength and ability to perform moderate to heavy manual labor for extended periods under dirty and uncomfortable conditions and in all types of weather as necessary.
2. Ability to monitor radio messages while doing other work throughout the day.
3. Ability to sit for long periods, as necessary.
4. Physical stamina to sustain long workdays, including evening meetings, as necessary.
5. Physical ability to access parks, forestlands, and recreation facilities sufficient to monitor and evaluate staff performance.

Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and City employees 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.
4. Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations.
5. Flexibility to be available for emergency call-outs during off time.

Use of Tools and Equipment

Ability to use standard office equipment, including a personal computer, at a moderate skill level. Use radio to communicate between office and field sites.

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, while 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 workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Parks and Forestlands Manager

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*** _____

Signature: _____ ***Date:*** _____