



City of Umatilla

Job Title:	Parks and Recreation Manager	Job Category:	Non-Union; Exempt
Department/Group:	Parks and Recreation	Pay Grade:	Grade I Resolution 33-2023
Location:	City Hall	Reports to:	Parks and Recreation Director
HR Contact:	Jonathan Egan	Position Type:	Full Time
Supervision:	<p>Exercised: The Recreation Manager provides direct supervision to professional level staff, contractors and consultants, as well as technical staff and volunteers.</p> <p>Received: Works under the direction of the Parks and Recreation Director.</p>		
Minimum Qualifications:			
<ul style="list-style-type: none"> Bachelor's degree from an accredited college or university in Recreation Management, Hospitality & Tourism, Public Administration, Business Administration, Physical Education, or related field. Three (3) years of experience working in a recreational setting; running recreational programs and engaging community members Two (2) years of supervisory experience. Or any combination of education and experience which would provide the required knowledge and skill. First Aid/CPR/AED Certifications or ability to obtain within six (6) months. Previous experience in the public sector preferred. Valid Driver's License Ability to work a flexible schedule, including evenings, weekends, and occasional holidays. 			
Job Description			
<p>GENERAL PURPOSE</p> <p>The Parks & Recreation Manager plans, organizes, oversees, coordinates, and evaluates multiple recreation programs within the Parks & Recreation Department, manages facility needs in collaboration with the Public Works Department, and supervises assigned staff, volunteers, or contractors. The incumbent facilitates a wide variety of recreation programs and facilities through planning, budgeting, organizing, marketing, scheduling, coordinating, and supervising. The incumbent will have regular interaction with the public and need to be able to consistently implement City policy and activity rules with the public and staff. In addition to managing the Recreation division and the needs of each Parks facility, the incumbent will plan, coordinate, implement, and evaluate their own programs and activities, as well as assist the Parks & Recreation Director in budget management and monitoring. The incumbent will also oversee the organization and coordination of special events hosted by the City under the direction of the Parks and Recreation Director.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES</p>			

- Helps plan, organize, and execute community events, recreation programs, services, and activities.
- Assists in the development and implementation of Parks and Recreation department goals, objectives, policies, and procedures.
- Collaborate with partner agencies on programs, services, and special events.
- Utilizes various forms of marketing (flyers, brochures, social media, news organizations, etc.) to promote recreational programs.
- Assists the Parks and Recreation Director in developing and maintaining professional working relationships with local organizations, partner agencies, private businesses, citizen groups, community service organizations, and others to create, promote, and execute recreational activities throughout the community.
- Leads the Department in the development, coordination, and implementation of a variety of recreation programs, services, and special events.
- Manages activities and schedules of Recreation Coordinators, Assistant, Aides, instructors, volunteers, and other staff as assigned.
- Evaluates operations and activities of assigned responsibilities, recommends and implements improvements and modifications, and prepares various reports on operations and activities.
- Assist the Director with supporting the Parks and Recreation Committee. Fills in at this committee in the absence of the Director. Prepares and provides presentations for the Parks & Recreation Committee, City Council, community groups, and other public or private organizations.
- Coordinates with School District and other community entities to make best use of community facilities and other resources.
- Oversees updates to City recreation websites and social media outlets for upcoming recreational activities.
- Oversees inventory of recreational resources.
- Participates in the development of the Parks & Recreation Department's annual operating budget. Oversees purchasing processes for supplies, equipment, and services needed for community programming or facility operations; reconciles expenditures as required. Ensures all subordinate staff are working within established purchasing policies and helps the Director ensure that all City policies and procedures are followed throughout the Department.
- Disseminates applicable event information to other City departments and collaborates with various departments to ensure necessary facility maintenance, information technology support, staffing, and communication are completed in assigned areas.
- May serve as the Director of Parks and Recreation in the absence of the Director.
- Performs related duties and responsibilities as required and assigned.

This list is illustrative only and not intended to specify every duty and job responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience developing and managing partnerships with community organizations.
- Experience handling large groups of people, giving clear instructions, and motivating participants.
- Experience facilitating meetings, workshops, or community events.
- Skills in developing media, marketing, and storytelling ideas to advance community engagement.
- Ability to work frequent evenings and weekends including holiday shifts as necessary.

- Making data-based program decisions
- Knowledge of principles and practices of parks and recreation programs.
- Modern office practices, methods, procedure, and equipment.
- Record-keeping principles, procedures, and techniques.
- Knowledge of social, political, and environmental issues that influence municipal parks and recreation programs.
- Ability to develop, coordinate, analyze, and utilize a variety of reports and records to improve performance and programs.
- Ability to set up recreational activities at various sites throughout the city. Load/unload City vehicle and drive to off-site recreation locations.
- Ability to work with groups of children, youth, and adults.
- Knowledge of municipal generally accepted accounting principles (GAAP).
- Knowledge of regulations and principles of risk management.
- Ability to drive various City vehicles to transport equipment, supplies, staff, and program participants to different locations.

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, PowerPoint, and CivicRec.

Use of office equipment such as computer, phone, copier, 10-key calculator, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works primarily in a usual office working environment, but has secondary responsibilities outdoors in City parks and trail systems. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines, but also may require use of City vehicles and recreational equipment. The noise level in the work environment is

typical of most open office environments when working indoors, and typical ambient noise environments associated with working in a park setting and various weather systems (heat, cold, rain, wind, etc.).

Reviewed By:	David Stockdale, City Manager	Date:	4/19/2024
Approved By:	David Stockdale, City Manager	Date:	4/19/2024
Last Updated By:	Jonathan Egan, HR Manager	Date:	4/19/2024

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David Stockdale
City Manager