



**TILLAMOOK COUNTY**  
201 Laurel Avenue  
Tillamook, Oregon 97141  
(503) 842-3418

## **JOB CLASSIFICATION DESCRIPTION**

Job Title:	Parks Director	Union:	Non-Union
Department:	Parks	WC Code:	9102
Reports To:	Board of County Commissioners	Approved Date:	01/31/2023
FLSA Status:	Exempt	Approved By:	Jodi Wilson
Pay Grade:	ES06		

### **SUMMARY:**

The County Parks Director is responsible for overseeing and managing the county's parks, recreational facilities, and open spaces. This role involves planning, development, maintenance, and promotion of the county's parks system to enhance the quality of life for residents and visitors..

### **DUTIES/RESPONSIBILITIES:**

*(Duties assigned to this position are not all inclusive. Additional duties may be assigned.)*

Develop and implement strategic plans for parks, trails, and recreational facilities.

Plan, develop, implement, and evaluate programs and services for land acquisition, development, and maintenance of County's Park system.

Oversee Park maintenance, capital improvement projects, and facility operations.

Formulate, review, and revise goals and objectives.

Prioritize short-term and long-term projects to achieve departmental objectives.

Build and maintain partnerships with community organizations, agencies, and stakeholders.

Ensure effective resource allocation, budget management, grant administration, and financial sustainability.

Drive the planning and execution of programs, events, and activities that promote community engagement.

Lead and mentor parks staff, park hosts, and volunteers in accordance with Tillamook County's policies and values.

Provide information and recommendations to the Board of Commissioners on technical issues, time estimates, personnel, budget, equipment, and supplies.

### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Knowledge: Knowledge of public program administration including public relations, personnel management, and fiscal management. Knowledge of public park and recreation planning, design, and management principles, theories, techniques, methods, and practices. Knowledge of state and County regulations that govern public park and recreation areas. Knowledge of grant application and

administration requirements.

Abilities: Able to manage the work of a department to achieve goals and objectives. Ability to supervise and direct the work of others to attain high quality work in an efficient manner. Able to interpret policies, rules, and procedures in light of the particular circumstances at hand. Able to utilize problem identification and resolution techniques. Able to meet and deal courteously and effectively with other employees; federal, state, and city representatives; contractors; vendors; advisory boards; community groups; and the public. Able to remain calm and use good judgment during confrontational or high-pressure situations that may arise.

**REQUIRED EDUCATION/EXPERIENCE:**

Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field and a minimum of 5 years of experience in parks and recreation management, including leadership roles or equivalent combination of education and experience.

Exceptional leadership and communication skills.

Proficiency in budget management, strategic planning, and team development.

Demonstrated ability to work collaboratively with diverse stakeholders and organizations.

At time of appointment, must possess a valid Oregon driver's license, or be able to attain one within 6 months of hire, and maintain an acceptable driving record.

**SUPERVISORY RESPONSIBILITIES:**

This position has supervisory responsibilities for the Parks department team members. Work is performed under the direction of the Board of Commissioners. The employee is expected to use judgment in interpreting, applying, and establishing policies and guidelines and recognizing issues that require higher-level review. The employee receives broad guidance on department goals and objectives and is expected to resolve organizational and technical problems independently. Work is reviewed periodically to ensure soundness of decisions and actions and achievement of organizational goals.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an 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.

The work is performed in an office environment; work is generally sedentary; however, this position will require vision, hearing voice conversations and keyboarding. Prolonged sitting or standing may be required in addition to bending, reaching, kneeling, pushing, pulling, stooping, lifting, and carrying up to 30 pounds, walking.

By signing below, I acknowledge that I have read and understand the requirements outlined in this job description and confirm I am able to fulfill the requirements. I understand that if I have any questions, I can contact the Human Resources department.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature: