



CLASS SPECIFICATION

Job Title: Director - Parks & Recreation
Class Code: 2050
Status: Full - Time Regular
EE Group Designation: Non-Represented
Pay Grade: 25
FLSA: Exempt

Department: Parks & Recreation
Division: Parks & Recreation
Updated by: Human Resources **Date:** 7-15-2026
Reviewed by: City Manager **Date:** 7-14-26

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Class specifications are not intended to reflect all duties performed within the job. Class specifications are subject to revision and may be updated as appropriate to reflect operational changes within the role.

NATURE OF POSITION

Plan, organize, control, and direct the City's facilities, parks, and recreation programs and activities including golf, cemetery, aquatics, sports, and other recreation programs.

SUPERVISION RECEIVED

General direction and oversight are provided by the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service – Integrity – Collaboration – Equity – Leadership – Community
2. Provide technical expertise regarding assigned functions; formulate, develop, and modify policies and procedures.
3. Develop and implement future strategic objectives and short-range plans and activities.
4. Develop and prepare the biennial budget for parks, recreation, and facilities; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
5. Represent the City at various meetings and conferences; communicate with public, vendors, and others to explain policies, implement actions, and exchange ideas.
6. Supervise the development of plans and bid specifications for facilities and park construction projects.
7. Negotiate contracts with concessionaires and other contractors.
8. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files.
9. Communicate with other managers, City personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
10. Supervise and evaluate the performance of assigned staff; interview and select new and promoted employees; recommend transfers, reassignment, and corrective actions including separation of employment; plan, coordinate and arrange for appropriate training for subordinates.



11. Serve as a member of the City's executive Leadership Team, participating in the City's strategic planning efforts and addressing Citywide policy and management issues.
12. As a member of the Leadership Team, assist in the development and administration of the Continuity of Operations Plan to ensure the City can provide essential services to the community under all threats and conditions including pandemics and disasters. Serve on the City Incident Management Team.
13. Develop and maintain an effective customer service program for external and internal City customers, providing information and services as requested and required.
14. Responsible for the oversight and management of the City's urban forest. May serve as City's municipal arborist in the absence of the Arborist.

OTHER JOB FUNCTIONS

1. Demonstrate punctual, regular, and reliable attendance, which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes, work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Administration, programming and maintenance of municipal parks, cemetery, golf course, and aquatics operations.
- Learn City organizational and operational objectives including applicable laws, codes, regulations, policies, and procedures including relevant health and safety protocols.
- Principles and practices of administration, supervision, and leadership.
- Lead with culture of values.
- Lead change management.
- Demonstrate understanding of principals and methods for effective project management.
- Analyze situations accurately; demonstrate superior collaboration skills; appropriately define alternate solutions; resolve conflicts and create productive partnerships with stakeholders.
- Budget preparation, control, and fiscal accountability.
- Demonstrate effective communication both orally and in writing.
- Demonstrate tact, patience and courtesy while working with customers and employees.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Prepare comprehensive narrative and statistical reports.

TOOLS AND EQUIPMENT USED

Operate a computer terminal; drive a vehicle for work purposes.

**PHYSICAL DEMANDS**

Sitting and standing for extended periods of time; navigating uneven terrain on foot; climbing steps and ladders; seeing, hearing, and speaking to exchange information; repetitive hand movements; intermittent walking, kneel down, stoop, bend at the waist and lift up to 20 pounds.

WORK ENVIRONMENT

Office environment; outdoor environment; driving a vehicle to inspect parks and programs; regular interaction with the public; occasional encounters with dissatisfied customers and critical situations.

REQUIRED MINIMUM QUALIFICATIONS

Bachelor's degree in recreation, public administration, or related field; eight years progressively responsible relevant experience and four years increasingly responsible supervisory experience in parks and recreation activities; or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. Valid State driver's license.

DESIRED QUALIFICATIONS

Master's Degree preferred. Public sector experience in either a city or county environment. International Society of Arboriculture (ISA) certification. Bilingual in Spanish.