

## CITY OF BURIEN, WASHINGTON

### JOB DESCRIPTION

**Title:** Parks, Recreation and Cultural Services Director    **Dept.:** Parks, Recreation, and Cultural Services  
**FLSA Status:** Exempt    **Reports to:** City Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### General Position Summary

Leads, plans, organizes and directs the activities of the City's Parks, Recreation and Cultural Services including recreation programs, arts, public parks program, and facility and grounds maintenance.

#### Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Plans, organizes, directs and evaluates the parks, recreation, and cultural services functions.
- Establishes direction, goals, objectives, and priorities for the department.
- Supervises, assigns work and evaluates performance of staff, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures. Responsible for staff development.
- Reviews and monitors proposed changes to federal, state, and local laws to determine their impact on departmental policies and practices; prepares, coordinates, and implements responses and recommendations to the City Manager, City Council, and other department directors.
- Develops and administers departmental budget, including the forecasting of funds for staffing, equipment, materials, and supplies, and monitoring of expenses.
- Provides managerial assistance to subordinates in planning and implementing programs.
- Plans and directs short- and long-range projects related to the development and maintenance of the city's long range master park plan, maintenance plan and recreation plan. Manages the implementation and development of these plans; gathers, interprets, and prepares data; submits grant applications; coordinates department activities with other departments and agencies as needed.
- Prepares scopes of service, construction cost estimates, contract bid documents and evaluation criteria and arranges for the bidding and award of construction contracts.
- Participates in the selection of consultants; negotiates and monitors contracts and services of outside firms to assure compliance with specifications, timelines, and City ordinances and policies.
- Oversees land acquisitions and management including: negotiations, contracts and agreements.
- Prepares materials for and makes presentations to elected officials and the public.
- Investigates and responds to complaints regarding Parks, Recreation, and Cultural Services operations.
- Provides staff support to City Council Committees and citizen advisory bodies.

- Represents the department to other City departments, elected officials and outside agencies; coordinates assigned activities with those of other departments, outside agencies and organizations.
- Serve as primary contact to Highline School District for joint use of facilities and programming.
- Actively participates and provides leadership in city-wide long range planning and policy recommendations, council relationships and executive leadership team.

### **Secondary Functions**

- Writes and monitors grant applications.
- Serves as a member of the City's emergency response team.
- Performs related duties as assigned.

### **Job Scope**

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent participates as a member of the City Leadership Team and is responsible for developing policies and objectives.

### **Supervisory Responsibility**

Directly and indirectly supervises professional, technical, and administrative support staff; recommends personnel actions, arranges and provides training; schedules staff; assigns and prioritizes work; reviews performance, takes or recommends disciplinary actions; conducts staff meetings.

### **Interpersonal Contacts**

The incumbent interacts extensively with the other staff, the City Manager, appointed and elected officials, contractors, advisory boards and citizens.

### **Specific Job Skills**

#### **Knowledge of:**

- Philosophy, principles, practices, techniques, and trends related to the administration of a comprehensive municipal parks and recreation program.
- Budget development and planning including the ability to monitor and control expenditures as per the State of Washington BARS code.
- Comprehensive planning techniques and procedures in analyzing the value and cost-effectiveness of parks and recreation systems.
- City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.
- Principles of supervision, staff development, and performance evaluation.
- Grant writing methods and techniques.

#### **Ability to:**

- Effectively lead, plan, organize, assign and supervise work of the department.
- Communicate effectively, both in writing and orally, including oral presentations.
- Establish and maintain cooperative and effective working relationships with the public officials, City staff, community groups, regional organizations, and the general public.

- Thoroughly understand the City's political environment and sensitivities, and to function effectively within that environment.
- Exercise individual initiative and discretion in work, including confidential matters.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Exercise flexibility.
- Manage and market recreation facilities.
- Recognize occupational hazards and utilize standard safety practices.
- Occasionally attend night meetings.

### **Mental Abilities**

Continuous ability to read, speak, and understand English; frequent teamwork, independent judgment and/or action, and ability to write English; occasional mentoring, decision making, interpersonal skills, and problem analysis; and rare creativity, customer service, use of discretion, presentations/teaching, negotiation, and performance of basic and advanced math.

### **Physical Abilities**

Continuous hearing; frequent sitting and repetitive motions of hands and wrists; and rare standing, walking, stooping, reaching, fingering, and talking. Incumbent must be able to push, pull, lift, and carry five pounds.

### **Education and/or Experience**

Four year degree in Parks and Recreation, Business or Public Administration or related field; AND a minimum of nine years of progressively responsible experience including five years in a supervisory capacity OR a combination of education, training and experience which provides an equivalent background sufficient to perform the work of the position. Masters Degree Preferred.

### **Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Valid First Aid and CPR Certification.

### **Job Conditions**

The Director works primarily in an office setting and occasionally in the field. Work may be on site of special events and activities. Must be able to work irregular hours including some evenings and weekends.