Position Title: Parks & Fair Department Director  
Reports to: Office of County Manager  
Department: County Parks & Fair  
FLSA Status: Exempt 

Positions Supervised: Events Manager, Park Managers (3), Asst Park Managers (2), Park Aides (3), Orcas Rec Program Coordinator, Administrative Assistant, Part-time Department Assistant (2), Part-time Development Coordinator, PT laborers (variable), volunteers (variable),  

BASIC FUNCTION: Plans, directs, and supervises management of county parks and fair programs as assigned by county ordinance, including three park campgrounds, 17 day use parks, the fair and fairgrounds, and related recreation programs. Works collaboratively with Department staff, constituents, and the Parks & Recreation Commission and Fair Board to develop policy and programs. Develops the department budget, long range strategic plans, capital management and improvement programs and manages and oversees expenditures and revenue collection. Works with numerous county departments, other agencies and the public in developing, organizing, and implementing plans and carrying out the department mission. This position reports directly to the County Administrator. 

MINIMUM QUALIFICATIONS: Bachelor's degree in Parks & Recreation, Natural Resources Management or related field and at least five years of progressively responsible managerial experience involving organizational leadership; park facilities, natural resources and/or property management, including supervision; OR any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential job functions. Experience in project planning, management and contracting desirable. 

PRINCIPAL DUTIES - Asterisk designates essential function: 
*1. Responsible for the management of all department properties and programs. 
*2. Oversees supervision of, or directly supervises department staff. Selects, hires, evaluates, disciplines, and terminates employees. Resolves disputes with employees. Develops work plan and oversees general accomplishment of work and directs staff training. 
*3. Develops and manages department operating budget and revenues, and a variable capital program budget. Work includes preparing the annual budget and revenue projections, providing monthly reports to the Park and Recreation Commission, and as requested, to the Administrator. Makes presentations, testifies and discusses budget issues with the County Administrator and Council. Coordinates with the Office of County Manager, Auditor, Accounting Supervisor, and Treasurer. 
*4. Prepares long range program and capital improvement plans. Acts as project manager for capital projects. Hires consultants, coordinates contracting process, reviews plans and specifications and formulates recommendations for the Park and Rec Commission and Administrator. Oversees the conduct of formal bidding process according to state regulations, reviews, and approves completed work. 
*5. Represents the department to the press and public displaying thorough knowledge of laws, regulations, policies and procedures. Represents the Department and County in coordinating
with other agencies and community organizations to collaboratively reach common goals and leverage county resources. Work includes developing partnerships and agreements.

*6. Prepares and presents reports to the Board of County Commissioners regarding park programs and outdoor recreation issues. Attends county management meetings as needed or assigned.

*7. Develops public policy for Office of County Manager or Council approval, as appropriate to the County Charter. Reviews, and recommends revisions to Chapter 12.08 of the SJC Code.

*8. Develops new and recommends changes to permit programs and use fees. Determines terms and conditions for use permits (SJCC 12.08.050). Manages and enforces department policies and regulations for the use of public facilities by individuals and groups. Responds to and resolves citizen complaints. Establishes procedures and practices consistent with state, federal and local regulations regarding safety and sanitation. Initiates appropriate action, including contractual agreements to maintain Park water and septic systems within state standards.

*9. Administers and attends Park and Recreation Commission meetings. Attends Fair Board meetings as needed to coordinate department work or respond to issues


*11. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, occasional standing, and frequent walking, occasionally over rough uneven ground. Occasionally required to lift objects weighing up to 15 pounds and must carry items with both hands and arms. Position frequently requires continuous hand and arm movement. The position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The employee must be able to calculate intermediate mathematical problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>2</td>
<td>Daily x</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>1</td>
<td>Weekly x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>1</td>
<td>Monthly x</td>
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<tr>
<td>Telephone</td>
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<td>x</td>
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<tr>
<td>Copy machine</td>
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<td>x</td>
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<tr>
<td>Fax</td>
<td>.25</td>
<td>Monthly x</td>
</tr>
<tr>
<td>Computer</td>
<td>3</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office situation without air conditioning 80 percent of time. Requires work in outdoor conditions in a variety of weather conditions 20% of time. Requires a combination of car and ferry travel to and from park sites monthly.