

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Parks Operations Manager	CLASS. CODE: 0362
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Community Services Director	DATE: 7/1/2002

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**Job Summary:**

Manages and administers multiple programs with city-wide impacts for the planning, construction, operation and maintenance of city parks, open space and urban forest systems. Conceives, develops, and implements program policies. Ensures fiscal management and accountability for each program.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises the activities of section's labor force consisting of professional, technical, supervisory and field personnel. Administers personnel rules, Park Operations Division policies and procedures, and discipline as needed. Ensures compliance with ADA and Oregon OSHA requirements.
2. Directs and administers programs associated with the implementation of the Salem Revised Code, Urban Growth Management Ordinance, Landscape Zoning Code, and the Trees and Shrub Ordinance; proposes and coordinates adoption of Code revisions; conducts public hearings before City Council in the processing of applications and decision appeals.
3. Develops and manages the Division's annual operating budget; determines work activities and service level objectives annually to ensure adequate appropriations are determined through the Budget Committee and City Council budget processes.
4. Manages the City's annual Parks SDC Extra Capacity Facilities budget. Plans, approves, and implements projects within the SDC fund.
5. Directs the development of the Department's Five Year Capital Improvements Programs. Prepares funding strategy and directs the authorization process and implementation of funded projects.
6. Develops goals, policies, procedures and administrative directives for the efficient and effective delivery of park and open space services to Salem residents, which includes the planning, design and development of facilities, as well as operations and maintenance of current park system; provides maintenance services for street landscape areas of the City and for all City owned property.
7. Provides staff support and prepares necessary reports and technical analysis of issues affecting the delivery of park and open space for the Salem Parks and Recreation Advisory Board and City Council.

**Important Job Functions**

1. Maintains responsibility for overall implementation, annual status reporting and five year updates of the city's newly adopted Comprehensive Park System Master Plan.
2. Develops and directs the City's park acquisition program including direct purchases, donation and grant funded properties. Develops strategies and policies for the prioritization of park land acquisition; implements acquisition of properties by identifying priority property purchases.
3. Develops and directs the City's park and open space development and rehabilitation program; coordinates joint development projects with a variety of state and local agencies; ensures coordination with a wide variety of federal and state regulatory agencies.

**City of Salem**  
**CLASS SPECIFICATION**

4. Directs and administers multiple supplemental labor contracts for the provision of low and no cost labor to assist in the maintenance of park and open space facilities.
5. Directs and administers Volunteer Program to assist in the maintenance and operation of the city park and open space system.
6. Maintains responsibility for Grant development programs including State and Federal and Trust Management funding.
7. Serves as a Neighborhood Liaison to a neighborhood association to facilitate communication and goodwill between the city and community residents.
8. Attends meetings and various training seminars and conferences as required.
9. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Planning or Public Administration or a related field; and,  
Seven (7) to ten (10) years of experience in a related field; or,  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- None Required.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Contemporary office practices and procedures and various office software products.
- Principles of personnel management.
- Long-range planning processes and land use actions.
- Public facility operation and maintenance practices.
- Various laws, ordinances, codes, contracts and regulations related to Division activities.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Develop and maintain interpersonal relations
- Evaluate information and make decisive decisions.
- Speak and present effectively in front of large groups.
- Work independently with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

***City of Salem***  
**CLASS SPECIFICATION**

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand, drive automobile on occasion.
- Bend, kneel, stoop or climb stairs and cross rugged or uneven terrain.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.