

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**PARKS AND RECREATION DEPUTY DIRECTOR**

Spec No. 1156

**BASIC FUNCTION**

To assist in the planning, organizing, coordinating and directing the Department of Parks and Recreation including the Evergreen State Fairgrounds. Contributes to the implementation of plans as defined by the Director. Manages, motivates and serves as a resource to employees and managers who operate and maintain the County's parks, fair and recreation facilities.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Assists the Director of Parks and Recreation by answering questions, making decisions and representing the Director during short as well as long-term absences before the Executive, Council and at public meetings as necessary or as assigned.
2. Assists the Director of Parks and Recreation by supervising assigned staff, programs and activities.
3. Chairs meetings in the Director's absence; provides guidance and direction to subordinate level managers and staff as necessary.
4. Coordinates departmental operations with other county departments, advisory boards and outside agencies as required.
5. Advises, assists, trains and develops subordinate staff, participates in the selection of new employees and makes recommendations regarding the hiring, promotion, discipline, transfer, and termination of subordinate employees.
6. Develops, recommends, and implements comprehensive management, business and sustainability planning including approving expenditures, maintaining inventories, assessing condition of assets, analyzing operational policies, initiating cost reduction and efficiencies.
7. Plans, coordinates, manages the fair facilities and events including the annual 12-day fair; confers with various community groups, local government officials, event promoters and other interested parties regarding the use of the fairgrounds; prepares and recommends short and long range program plans, goals and objectives, capital improvement plans, and rate schedules; prepares, recommends and administers the division budget including monitoring revenues and expenditures.
8. Serves as liaison between the Fairgrounds Advisory Board and the Department Director.
9. Manages the functions of capital project planning and management, real property management.

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**PARKS AND RECREATION DEPUTY DIRECTOR**

Spec No. 1156

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Plans, schedules, and coordinates the alteration, maintenance and repair of Parks and Recreations properties, facilities, grounds, vehicles and equipment based on cost recovery models and life cycles; prepares and approves plans and specifications for a variety of construction, remodeling and repair projects; coordinates work performed by contractors.
11. Ensures quality maintenance and construction through the development and implementation of mission-based standards, inspection and monitoring.
12. Develops funding strategies based on revenue projections and funding options including partnerships, grants, general fund allocations, cost recovery analysis and bond opportunities.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Parks and Recreation, Landscape Architecture, Business Administration, Facilities Management, or a closely-related field; AND, five (5) years of increasingly responsible work experience in Parks and Recreation management; OR, any equivalent combination of training and experience that provides for the required knowledge, and abilities.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of management and supervision, team building, coaching, customer service, program planning and budgeting
- the principles and practices of park management, planned and preventive maintenance
- the principles of sustainable practices, community partnerships, volunteer recruitment/management and stewardship
- the theory, principles and practices of modern parks and recreation business practices, organization and public administration

## SNOHOMISH COUNTY JOB DESCRIPTION

### PARKS AND RECREATION DEPUTY DIRECTOR

Spec No. 1156

#### KNOWLEDGE AND ABILITIES (Continued)

- relevant laws, rules, regulation and legislation governing various parks and recreation planning and development projects and programs
- principles and practices of contract negotiations, development, compliance and administration
- principles and practices of project planning and management, organization and budgeting
- occupational hazards and safety rules
- the principles and practices of architecture and engineering as it applies to park landscape and construction
- the use of personal computers and applications such as MS Project, spreadsheets and GIS

#### Ability to:

- establish and maintain effective working relationships with a variety of individuals and groups from diverse backgrounds
- develop standards for each park type and facility to provide baseline for evaluating outcome, cost recovery and guidance for facility improvements
- prepare and execute program plans, budgets, presentations and reports
- create business plan based on cost recovery and facility income generation to help defray maintenance and capital improvement costs
- develop sustainability plans to balance revenues, resources and costs
- evaluate and make decisions in a challenging and changing environment that is concerned with public safety, environmental protection, sustainability and budgets
- manage construction projects; interpret and work from drawings, plans and specifications
- evaluate merits of lease, rental or purchase options for equipment and equipment maintenance
- communicate effectively verbally and in writing
- work in a highly visible and politically sensitive environment
- provide all aspects of staff supervision
- perform budget and resource planning

#### SUPERVISION

The employee reports to the Director of Parks and Recreation. The employee assumes the duties of the Director in his/her absence or as directed. Work is performed independently and reviewed through meetings, status reports and by results obtained.

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**PARKS AND RECREATION DEPUTY DIRECTOR**

Spec No. 1156

**WORKING CONDITIONS**

Work performed at a variety of sites including outdoors in all types of weather conditions and involves exposure to a variety of hazardous work conditions and materials. May be on call to respond to emergency conditions occurring after normal working hours and are required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2011  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 112 – Management and Exempt Rate Table  
Workers Comp: 1501 Hazardous