

SNOHOMISH COUNTY CLASS SPECIFICATION

PARKS AND RECREATION, DIRECTOR OF

Spec No. 1069

BASIC FUNCTION

To plan, organize, coordinate and direct the operations of the Department of Parks and Recreation.

STATEMENT OF DUTIES

1. Plans, organizes, coordinates and directs all operations of the department including the county fairgrounds, the county parks system, maintains liaison and coordinates departmental operations with the county agriculture extension service.
2. Supervises and directs the work of subordinate supervisors and managers; evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
3. Prepares and submits the annual departmental budget; prepares and/or supervises the preparation of departmental program plans, goals and objectives, and funding requests; administers the approved departmental budget.
4. Evaluates departmental operations and initiates changes as necessary; prepares or supervises the preparation of operational policies and procedures.
5. Coordinates departmental operations with other county departments, advisory boards and outside agencies as required; confers with and advises county elected officials on various issues and problems concerning the department.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in business or public administration or other discipline directly related to the management of community services facilities; PLUS, eight (8) years of experience in fairgrounds or parks administration including at least three (3) years of management experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of fairground and/or parks administration;
- the laws, rules, regulations and legislation governing the operation of a county fair, and a county parks system;
- the principles and practices of program planning, organization, budgeting and administration;
- the principles and practices of effective supervision.

SNOHOMISH COUNTY CLASS SPECIFICATION

PARKS AND RECREATION, DIRECTOR OF

Spec No. 1069

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, organize and direct the operations of a major county department;
- prepare and administer the departmental budget;
- analyze operations, initiate changes and to take effective action to correct deficiencies and resolve problems;
- plan, organize, supervise and evaluate the work of subordinate employees;
- establish and maintain effective working relationships with elected officials, advisory board members, associates, subordinates, employees of other agencies, and with the general public;
- communicate effectively, both verbally and in writing;
- prepare a variety of correspondence, reports and other written materials;
- read, interpret and apply laws, rules, regulations and legislation governing departmental operations including county personnel rules and regulations;
- work under pressure and to delegate responsibility.

PHYSICAL EFFORT

No unusual physical effort.

SUPERVISION

The employee reports directly to the County Executive through the Deputy Executive and to various advisory boards and commissions required by the County Code or state or federal law. The employee is responsible for all operations of the Department of Parks and Recreation and exercises direct supervision over the Fair Manager. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of attending meetings and making site visits. The employee is 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: June 1977 under title Parks Director Spec No.212034
Revised and Retitled: November 1982 as Director of Community and Educational Services;
Revised and Retitled: March 1984 as Parks and Recreation Manager
Revised: January 1988, November 1999
Revised and Retitled: August 1992

SNOHOMISH COUNTY CLASS SPECIFICATION

PARKS AND RECREATION, DIRECTOR OF

Spec No. 1069

Revised: April 2014; March 2016, January 2017
EEO Category: 1 – Officials and Administrators
Paygrade: 115 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous