

SNOHOMISH COUNTY JOB DESCRIPTION

DIVISION MANAGER - PARKS, RECREATION & TOURISM

Spec No. 1171

BASIC FUNCTION

Plans, organizes, coordinates and directs the activities of a division of a Department. Serves as a member of the Department's core management and strategic planning teams.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs the activities of a division in support of a department.
2. Prepares or supervises the preparation of the division's business, workforce and financial plans, division's annual budget request, and is responsible for the division's work performance within budgeted allocations.
3. Supervises and directs the work of supervisors and team leaders; reviews and evaluates the team contribution and work performance; develops performance measures and standards; selects, hires, terminates and disciplines employees.
4. Develops division work program; establishes staffing and scheduling requirements; monitors progress; reviews staff decisions in relation to applicable codes and department and division policies, goals, and objectives; plans and schedules in-service training.
5. Prepares, maintains, supervises the preparation and maintenance of reports and records of division's work performance and production; evaluates division operations and initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
6. Promotes customer service and good public relations; coordinates division operations and activities with other divisions of the department, other county departments, and outside agencies as required; may represent the department at public meetings and hearings or before the County Council, Planning Commission, or other individuals or groups as directed; makes presentations before the County Council and coordinates activities with the Council on behalf of the Department Director.
7. Develops processes and manuals for the division's operations, programs, projects and systems.
8. May perform the administrative duties of other division manager positions as needed and directed.
9. Contributes to development and annual updating of the Department's strategic plan; works with management team and staff to ensure plan goals and objectives are achieved on schedule and within budget; assists the director in the management and leadership of the department.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Represents department at community boards and commissions; provides staffing and technical assistance for selected community boards and commissions.
11. Performs related duties as required.

WHEN ASSIGNED TO PARKS OPERATIONS AND RESOURCE MANAGEMENT DIVISION:

12. Manages the activities of the Park Operations and Resource Management Division.
13. Coordinates programs related to public and private partnerships.
14. Represents the department and division before state, county and other external agencies.
15. Works with Park Board, stakeholders and special interest groups in county processes and programs.

WHEN ASSIGNED TO FAIRGROUNDS AND EXTENSION DIVISION:

16. Manages the Evergreen Fairgrounds operational and capital planning functions.
17. Coordinates programs with Washington State University Extension.
18. Represents the department and division before state, county and other external agencies.
19. Works with Fair Board, Arts/Historic Commission, stakeholders and special interest groups in county processes and programs.

WHEN ASSIGNED TO ADMINISTRATION, TOURISM AND CENTRAL ORGANIZATIONAL RESOURCE DIVISION:

20. Manages the functions of departmental finance, budgeting, human resources, training, and operational/reservation systems.
21. Coordinates programs with the other divisions of the department.
22. Represents the department with other county agencies including the departments of Finance, Human Resources, and Information Services.
23. Works with Lodging Tax Advisory Board and Tourism Promotion Area Board in county processes and programs.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in business, planning or public administration or related field; AND five (5) years of management experience local government administration, planning, grants, public relations or operations management required for specific area of assignment OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of modern planning, permitting and public administration
- relevant laws, rules, regulations and legislation governing park operations and maintenance policy and practices
- relevant laws, rules, regulations and legislation governing park planning and development projects and programs
- principles and practices of program and systems planning, organization and budgeting
- principles and practices of effective supervision
- principles and practices of personnel management
- principles and practices of financial management
- principles and practices of technology application
- communication, marketing and public and media relations
- principles and practices of modern management, including team development and empowerment

Ability to:

- develop, support, and inspire others to participate and contribute to a shared vision of customer service, integrity and accountability
- lead people in complex work production
- inspire trust and confidence
- empower decision making, problem solving and growth through change
- plan, organize, coordinate and direct the operations and activities of division
- effectively supervise, manage and evaluate the work of employees
- prepare and administer the division's budget, work plan and business plans
- work cooperatively and productively with other members of the management team to accomplish the goals and objectives of the Department's strategic plan

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KNOWLEDGE AND ABILITIES (Continued)

- synthesize details of division and department operations and translate or condense those details into key measures of performance related to division and department targets
- analyze division operations and take effective action to correct deficiencies and resolve problems
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures
- establish and maintain effective working relationships with public officials, management, associates, subordinates, employees of other agencies, customers, stakeholders, and with the general public
- communicate effectively orally, graphically, and in writing
- prepare a variety of correspondence, reports and other written materials
- work as an integral and effective member of the Department's management team
- work under pressure and delegate responsibility effectively

SUPERVISION

The employee reports directly to the Director or Deputy Director and is responsible for all operations and activities of a division. The work is performed with a high degree of independent judgment. The employee is responsible for the development of budgets, work plans, work performance and product/service delivery of the division. Performance is evaluated through conferences, periodic reports, and results obtained.

WORKING CONDITIONS

The majority of work performed is in the usual office environment with occasional field trips to locations throughout the county. The employee may be required to work evenings, weekends and holidays.

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: January 2017

EEO Category: 2 - Professionals

Pay Grade: 112 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous