



# City of Umatilla

## INTERNAL RECRUITMENT POSTING

The City of Umatilla is recruiting internally for a Development and Recreation Manager. This position requires a Bachelor's in business administration, economic development, public administration, real estate, marketing, finance, planning, recreation management or a related field. This position also requires knowledge of principles and practices relating to community development, planning, economic development, parks and recreation programs, public facilities management, office management, grant writing and coordination, building development and permitting process, and project management. Must have a valid State of Oregon driver's license or have ability to acquire. Salary \$72,287-\$84,967/yr. DOQ plus excellent benefits. City is asking applicants to turn in a cover letter and resume. Information and job description can be found on City of Umatilla's website [www.umatilla-city.org](http://www.umatilla-city.org). Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6<sup>th</sup> St., Umatilla, OR 97882 or turned in directly to Melissa Ince. Closing date: March 27, 2019. EOE/AA.



# City of Umatilla

<b>Job Title:</b>	<b>Development and Recreation Manager</b>	<b>Job Category:</b>	Non-Union; Exempt
<b>Department/Group:</b>	Community Development	<b>Pay Grade:</b>	G Resolution 47-2019
<b>Location:</b>	City Hall	<b>Reports to:</b>	Community Development Director
<b>HR Contact:</b>	Melissa Ince	<b>Position Type:</b>	Full Time
<b>Supervision:</b>	<p>Exercised: Assigned project contractors and volunteers, and through joint coordination with the Public Works Superintendent regarding parks maintenance. Department office clerk and Community Development Coordinator.</p> <p>Received: Works under the direction of the Community Development Director.</p>		
<b>Minimum Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Bachelor's Degree with coursework in business administration, economic development, public administration, real estate, marketing, finance, planning, recreation management, or related field.</li> <li>• Knowledge of principles and practices relating to community development, planning, economic development, and redevelopment in a municipal setting.</li> <li>• Knowledge of principles and practices of parks and recreation programs, public facilities management, office management, grant writing and coordination, and project management.</li> <li>• Administrative principles and practices, including program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.</li> <li>• Principles and practices of budget development and administration, and financial planning and management.</li> <li>• Modern office practices, methods, procedure and equipment.</li> <li>• Record-keeping principles, procedures and techniques.</li> <li>• Experienced supervisor with demonstrated experience in successfully establishing a customer-focused service division.</li> <li>• Experience leading the development of culturally responsive and high-quality programs within a complex marketplace, working with partners to achieve a cost-effective and sustainable model for serving the community.</li> <li>• Experience engaging diverse groups and stakeholders that may encounter barriers to equitable access to services.</li> <li>• Knowledge of social, political and environmental issues that influence municipal parks and recreation programs.</li> <li>• Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program.</li> <li>• Correct English usage, grammar, spelling, punctuation and vocabulary.</li> <li>• Knowledge of building development and permitting process.</li> <li>• Ability to develop, coordinate, analyze, and utilize a variety of reports and records to improve performance and programs.</li> </ul>			

## **Job Description**

### **GENERAL PURPOSE**

Provides oversight and direction to the City's Community Development and Recreation programs, including supervision of staff, contractors, and volunteers. Performs difficult administrative work building relationships with partners in the community to influence the trajectory of the City's economic growth and sustainability, and related work as apparent or assigned. Directs, evaluates, and administers development and recreation related programs and projects. This position works closely with community groups, the Parks & Recreation Committee, and other City departments. Serves as the primary grant coordinator for the City. Also serves as the lead for development and implementation of the City's recreation programs, tourism, event coordination and promotion, facility use permitting, and community engagement. Work involves setting policies and goals under the direction of the Community Development Director. Position also manages the permitting processes for the building division.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists Director in developing and maintaining professional working relationships with local ports, partnering agencies, developers, private consultants, citizen groups, community service organizations, and others to retain and recruit business and economic development for the city.
- Develops, manages and implements key economic development projects and programs which support the city's economic development initiatives, assists in the marketing and promotion of the City of Umatilla.
- Administer the issuance of building permits and inspection process for the building division, including calculating permit costs based on construction values and adopted fee schedule. Ability to utilize the e-permitting program and facilitate training of staff and public in the use of e-permitting program.
- Works in cross-departmental collaboration with all City departments to successfully execute economic development and recreation initiatives.
- Helps to maintain workflow, accountability and efficiency to meet department and city goals.
- Provides oversight and directs the operations of the City's recreation programs including planning, implementing, drafting, scheduling, and coordination.
- Acts as the primary grant coordinator for the City, including researching, drafting and assisting in the drafting of grants.
- Directs and reviews analysis of management information; formulates recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives.
- Participation in a variety of task forces, committees, meetings, and/or training sessions; develops partnerships and interagency initiatives.
- Performs administrative oversight of departmental agreements, contracts, grants, and/or regulatory compliance issues.
- Assists in the development of the department budget, approves expenditure, reviews financial statements, and manages financial operations.
- Works closely with the Director and other department staff in creating, updating, and/or amending master planning documents.

This list is illustrative only and not intended to specify every duty and job responsibility.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Experience developing and managing partnerships with community organizations
- Experience representing an organization at community meetings and events
- Experience leading project teams, including facilitating meetings and keeping team members informed
- Experience facilitating meetings, workshops or community events
- Skills in developing media, marketing and storytelling ideas to advance community engagement
- Ability to work frequent evenings and weekends between April through October and occasionally during November through March, including holiday shifts as necessary
- Plan, organize and administer economic development operations, activities, budget and staff
- Experience as permit technician
- Program development and administration principles and practices
- Policy and procedure development practices
- Principles and practices of grant and/or contract administration
- Monitoring and evaluating subordinates, programs, and contracted partners
- Making data-based program decisions
- Creating a culturally inclusive work and community environment
- Developing and implementing strategic plans

## **TOOLS AND EQUIPMENT**

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of GIS software and mapping.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, base radio, and automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works primarily in a usual office working environment, but has secondary responsibilities outdoors in City parks and trail systems. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines, but also may require use of City vehicles and recreational equipment. The noise level in the work environment is

typical of most open office environments when working indoors, and typical ambient noise environments associated with working in a park setting.

Reviewed By:	Dave Stockdale	Date:	March 14, 2019
Approved By:	Dave Stockdale	Date:	March 14, 2019
Last Updated By:	Tamra Mabbott	Date/Time:	March 14, 2019 / 4:00 pm

X

---

David Stockdale  
City Manager

3/15/2019 1:04 PM