



Roads and Parks Director  
**Class code:** 01110  
**Employee Group:** Management/Confidential  
**FLSA:** Exempt  
**Salary Band:** 19

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### I. Position Summary

Plans, organizes, and directs roads and parks activities in Jackson County including the planning, design, construction, operation, and maintenance of the road and parks system.

### II. Supervision Exercised

Acts as a supervisor to various classifications.

### III. Examples of Essential Position Duties

- Directs Roads and Parks operations to achieve goals with budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in a safe, efficient, and timely manner.
- Provides managerial leadership and directs the selection, supervision, and evaluation of staff. Conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Trains and motivates employees.
- Establishes policies, procedures, work rules, safety requirements, and performance standards to assure the efficient and effective operation of Roads and Parks operations in compliance with County policies, standards and federal, state, and local laws.
- Monitors fiscal operations of the department; prepares and administers the budget based on staffing and resource requirements, cost estimates, and County objectives and goals. Approves, monitors, and documents expenditures assuring compliance with approved budget and staffing levels.
- Provides planning leadership and direction and develops short and long-range plans, goals, and objectives for the Roads and Parks function; coordinates department programs with other departments, municipal, state and federal agencies.
- Prepares recommendations for consideration by County Administrator and Board of Commissioners. Implements policy as directed. When requested, testifies at Board meetings and legislative hearings.
- Analyzes and recommends improvements to existing roads and parks, equipment, and related systems; reviews construction, maintenance and operational activities in the field. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.
- Directs the resolution of inquiries, complaints, or problems, or emergencies affecting the availability or quality of operations and services. Responds to the most sensitive or complex inquiries or service complaints. Makes presentations regarding Roads and Parks activities.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

#### **IV. Knowledge, Skills and Abilities**

- Knowledge of practices, principles, and procedures of road and parks system management.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of public contract and funding application procedures and contract negotiation.
- Knowledge of legal requirements, regulations, and laws applicable to area of assignment.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, and record keeping.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop departmental goals and objectives and to conduct and implement planning activities.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to establish and maintain effective working relationships with other staff, public officials, representatives of other agencies and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues.

#### **V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

##### **Education and Experience**

- Bachelor's degree in engineering, public administration, business, planning, park management or other related field; Master's degree strongly preferred AND seven years of executive, professional level experience in road and park planning, design, construction, operation, traffic engineering, facilities maintenance, public relations, organizational communication techniques and issues management; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

##### **Licenses, Certificates and Other**

Valid Oregon State Driver's License with an acceptable driving record.

##### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Requires driving.

##### **Working Environments**

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

**VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/11