

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for managing a crew(s) or staff, contracts, planning, operations, and resources; coordinates training and certification programs; monitoring and developing project and program budgets, provides long range strategy and planning to achieve departmental, tourism, and city initiatives; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Communicates, administers, develops, and implements long-range planning, contracts, strategy, and goals to include operation, management, partnerships, programming, and budgets
- Interviews, hires, trains, motivates, directs, schedules, and coaches full-time, part-time, seasonal, contracted, and volunteer personnel
- Provides a safe environment for citizens, staff, and volunteers through city and parks safety initiatives, proper maintenance for equipment, buildings, and areas, certifications, training, Occupational Safety and Health Administration (OSHA), Tree Care Industry Association (TCIA), and/or license requirements
- Liaisons with City employees, boards or associations, user groups, panels and/or other community partners
- Participates in public presentations, lectures, speeches, and media interviews
- Monitors and directs operations and maintenance of assigned areas
- Develops and monitors short term capital requests and capital project requests, annual projects, and/or program budgets
- Follows purchasing protocols, prepares requisitions, monitors Purchasing Cards, and other procurement processes as required
- Serves as project manager or in the development and implementation of designs, projects, programs, or applications
- Serves as primary liaison and works directly with local, regional, or national organizations contracted to manage city-owned facilities to maintain relationships, facilities, and contracts (*some positions*)
- Manages and audits contracts and related documents (*some positions*)
- Operates various light and heavy-duty equipment (*some positions*)
- Manages horticulture, arboriculture, and/or ecological practices that include design, installation, planting, pruning, maintaining, fertilizing, irrigation, integrated pest management practices, pesticide applications, risk assessment, and construction (*some positions*)
- Directs and leads the development of education programs, recreation programs, events, and/or administrative events (*some positions*)
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



CLASS TITLE | PARKS MANAGER II

PAY GRADE: EX-36 | www.cityoftulsa.org/pay

Effective Date: 06/18/2025

CLASS CODE: 1295

QUALIFICATIONS:

Training and Experience: Must meet the minimum following criteria:

- (a) Completion of sixty (60) hours from an accredited college or university; **and,**
- (b) Four (4) years' experience that prepares one to perform the essential tasks listed in this job description; **including,**
- (c) Two (2) years of lead or supervisory experience

Knowledge, Abilities and Skills:

Knowledge of:

- Use of web-based software for work orders, inventory, programming
- Use of various equipment
- Implementation of computer programs and applications
- Environmental and ecological/ natural history interpretation (*some positions*)
- Sports leagues, aquatics, community events, and programming (*some positions*)
- Principles and techniques employed in a public recreation program (*some positions*)
- Some knowledge of contracts, legal agreements, business organization and management (*some positions*)

Ability to:

- Analyze, research, and propose strategic solutions in service and program areas
- Analyze and manage data
- Train, motivate, direct and coach staff to achieve performance standards
- Develop and maintain a budget
- Communicate verbally and in writing
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of courtesy and appropriate tact and discretion in interactions with internal and external customers
- Understand, develop, analyze, and maintain budgets, financial reports, and legal contracts (*some positions*)

Skill in:

- Communicating across a diverse group of internal and external customers professionally
- Organization and leadership
- Cost control and budgeting
- Comprehensive report writing



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Physical Requirements: Frequent walking and standing; occasional lifting, carrying, pushing and pulling up to 40 pounds with assistance; frequent balancing, bending, handling, feeling, and smelling, occasional reaching, kneeling, crawling, climbing, and twisting; vision, speech, and hearing sufficient to perform essential tasks. Frequent sitting for long periods of time.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Possession of a valid International Society of Arborists Tree Risk Assessment Qualification (ISA TRAQ) Arborist certification, preferred ISA Municipal Specialist or ISA Urban Forestry Professional certification (*some positions*)
- c) Possession of a valid Oklahoma Pesticide License with Turf/Ornamental, Aquatics, ROW, or Forestry endorsement (*some positions*)
- d) Possession of a valid Oklahoma Class "A" Commercial Driver's License (CDL) with applicable endorsements within six (6) months from date of hire (*some positions*)

WORKING ENVIRONMENT: Working environment is indoors in an office setting; outdoors and in inclement weather; requires frequent travel to various locations for site visits, inspections, supervision and administration; may be exposed to the following: dust, rough terrain, traffic, hazardous materials, flammable liquids, insect bites, poisonous plants, snow/ice, and high noises, cutting/chipping/grinding; and requires some evening and/or weekend work.

EEO Code: E-01

Group: Cultural, Legal, and Science

Series: Parks & Recreation Management