

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION**

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ORDER NO: 23048

WHEREAS, it is the recommendation of Wendy Lang, Juvenile Director, that the attached position description be adopted for the following position:

Community Service and Parks Coord.
Position Title

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Range

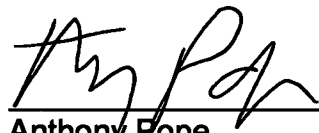
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of March 2, 2022. This description replaces any previous description approved for this position.

Dated this 2nd day of March, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



Anthony Pope
Curry County Legal Counsel


John Herzog, Chair

Christopher S. Paasch, Vice Chair


Court Boice, Commissioner 3-2-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Parks and Community Service Coordinator - Juvenile

EXEMPT: No

SALARY LEVEL: I

SUPERVISOR: Juvenile Department Director

PREPARED BY: Juvenile Department Director

February 2022

POSITION SUMMARY:

This classification assumes responsibility for the oversight, and management, of the Curry County Park system; additionally, the position promotes, develops and maintains the parks in conjunction with Juvenile Director and Operations Manager. The position also manages the juvenile offender work programs. Additionally, position promotes, develops, coordinates, and evaluates programs for juvenile offenders assigned by the courts to the community work program and within the Curry County Park System. Assesses program needs then develops; implements and interprets policy and procedure; supervises support staff and camp host/caretakers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Duties assigned to this classification include, but are not limited to, the following examples.)

1. Represent Curry County Parks, Greet Park visitors, distribute park information, answer questions, pick up litter, check, clean and stock restrooms, notify parks staff or law enforcement when emergencies arise.
2. Perform various maintenance duties such as; working on service projects, mow, weed, landscaping. Operate and maintain a variety of equipment, paint, build or work on construction projects. Maintains vehicles, tools, equipment, and supplies. Other duties as assigned by Juvenile director.
3. Manages the juvenile youth work program. Schedules, plans, develops, implements and evaluates work programs for juvenile youth assigned by the courts to community work; coordinates with other department staff and the courts. Implements juvenile work program into parks system. Establishes and interprets policy and procedure. Completes daily log of all youth on community service projects. Physically works with youth to ensure contractual requirements are met or exceeded and serves as an ambassador for the county and Juvenile Department.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

4. Plans the day-to-day work of the Parks; maintains contact with each host by regular site visits; inspects sites and prepares and submits written reports as warranted. Provides on-the-job training and instruction to each host in accordance with established (and on-site) written procedures and practices. Ensures safety standards and procedures are maintained at each site and that hosts are trained in safety and emergency procedures. Performs crisis intervention as necessary.
5. Develops relationships with federal, state, county and city agencies. Contacts agencies and negotiates, with the Juvenile Department Director's assistance, short and long-term contracts for work projects. Periodically evaluates and enhances connections.
6. Manages, supervises, assigns work to, sets priorities and monitors work performance of support staff; offers assistance as needed. Maintains standards of efficiency of employees through training and established goals and objectives. Ensures programs are in compliance with department goals and objectives and that employees are working safely. Assumes accountability for work performed within the program. Develops and interprets policy and procedure.
7. Promotes community service, work crew and forestry programs of the department through public relations and education; makes presentations to community organizations and other agencies; interprets policy and procedure.
8. Assesses physical and emotional conditions of CSW youth. Assigns youth to community service or work crew according to their court orders or sanctions. Monitor youth compliance and progress and keep Juvenile Counselors informed of youth's progress.
9. Researches and prepares variety of records, statistical and costing reports, involving statistical data and analysis to support projects, equipment usage and replacement and staffing.
10. Performs the same duties as Support Staff in their absence.
11. Provides skill training, information and/or informal counseling to youth. Attends training sessions; develops, modifies and/or accesses work related training programs and materials.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

12. Transports juveniles to and from detention, provides direct supervision and/or court room security to juveniles as needed. Works with Juvenile Probation officers to help track, UA, and check on supervised youth.
13. Provides "on-call" services to Law Enforcement or other agencies in responding to juvenile matters after hours.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THIS POSITION:

Knowledge of: Reasonable knowledge of Park systems and human behavior; reasonable knowledge of assigning work and leading a work crew; reasonable knowledge of community resources; reasonable knowledge of and ability to participate in program planning, evaluating and implementing programs to meet objectives; reasonable knowledge of landscaping, carpentry and power tool equipment.

Skill in: Working with youth and basic maintenance and project supervision.

Ability to: Communicate effectively in both oral and written form; give practical advice and guidance to youth; lead, direct, maintain order, discipline and safety of juvenile work crew; estimate time and materials and manage time efficiently; relate to a diverse population of people; plan/coordinate work projects with community agencies; apply a practical knowledge of program management to day-to-day activities; safely operate power equipment; work within a team; remain calm and use good judgment during confrontational or high pressure situations; make decisions independently in accordance with established policies and procedures; establish and maintain records, reports and statistical data; courteously meet and deal effectively with others.

Education, experience and training: AA degree preferred in recreation management, juvenile justice, or general studies with at least one year working with youth. Experience in grounds maintenance or related field, which includes supervision of support staff, or any satisfactory equivalent combination of education, experience and training. At the time of appointment, must possess a valid Oregon driver's license.

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SUPERVISORY CONTROLS OF THIS POSITION:

This classification works under the supervision from the Juvenile Department Director and Commissioner Liaison. The employee works independently in administering a complex area of responsibility and regularly confers with the Juvenile Department Director on community service management. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. The employee develops approach to each case, prepares the procurement plan and carries out industry analyses independently up to the point of recommendation for award. Work is accomplished within a broad framework, with authority and responsibility in area of service. Periodic reviews of work performance are conducted in terms of expected results.

GUIDELINES:

Work is performed within established departmental policies and procedures, state and county statutes, rules, regulations and ordinances; accepted procedures within parole and probation profession; grounds maintenance standards. Employee uses judgment in determining appropriate procedure. Supervisor is available when unusual problems are encountered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Regular and consistent attendance is required. Work is performed both in an office environment and in the field, which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions. Physical demands may require bending, gripping with hands and fingers, hiking, chainsaw and power tool use, keyboarding, lifting up to 50 pounds, pulling, pushing, sitting, standing, stooping, twisting and working in rough terrain. A substantial amount of daily driving is involved.

Willingness to be available to work a flexible, irregular schedule. A parks cell phone will be carried, and employee may have to respond for crisis issues.

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