

**Park District of Oak Park**  
**Job Description**

**Our Mission:**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

**Job Title:** Project Manager

**Department:** Business Operations

**Location:** 218 Madison

**Reports To:** Finance Director

**Job Purpose:**

The Project Manager is responsible for the overall direction, coordination, completion and implementation of special projects as assigned to ensure agency consistency with goals and commitments and to create an organization of excellence.

**Essential Functions**

- Outlines the project scope, goals, deliverables, required resources, budget, and timing of assigned projects with assistance of stakeholders
- Develops full-scale project plans and defines and schedules project tasks
- Assembles and coordinates project staff and/or teams, providing direction and support
- Manages project resource allocation, timelines, and budget
- Tracks project deliverables using appropriate tools to assure quality
- Implements and manages project changes as needed
- Provides verbal and/or written reports communicating project progress, problems and solutions
- Evaluates projects and assesses results
- Safely crashes unsuccessful or re-prioritized projects
- Ensures all project documents are safely archived following project completion

**Additional Functions**

- Prepares routine and special reports as directed by the Finance Director and Executive Director
- Attends special project meetings as necessary or requested
- Assists when needed with special projects and events (i.e. Barrie Fest, Day in Our Village, Ice Show)
- Serves on assigned committees upon request (i.e. Safety, Social Committee, etc.)

**Required**

- Bachelor's Degree (4year) in Recreation or related field and a minimum of five years of progressive work experience in the park and recreation industry
- Project management experience and/or PMI Certification desirable
- Certified Park and Recreation Professional or able to attain within one year
- Experience managing people in a team-oriented, collaborative environment
- Excellent strategic, operational, analytical, and technical skills
- Knowledge and experience in Microsoft Office applications

- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment

### **Psychological Considerations**

- Demonstrates solid judgment in evaluating everyday operations as well as pressure type situations
- Creates harmonious team-oriented work environments
- Engages systems that convey a favorable Park District image with the media, other Village agencies, and the public
- Works effectively with internal and external customers, recognizes diverse opinions and needs, and maintains a positive working relationship with all employees.
- Maintains the highest standards of ethical conduct

### **Physical Considerations**

- Frequently – Sitting, walking, standing
- Occasionally – Climbing, balancing, stooping and kneeling
- Strength – Work requires handling average weight (up to 50 lbs.) materials or equipment

### **Environmental Considerations**

- Normal office conditions for majority of work. May include variation in temperature.
- May be exposed to occasional inclement weather, as position requires temporary outdoor work.

### **Cognitive Considerations**

- Ability to understand and carry out verbal and/or written instructions efficiently and effectively
- Ability to interpret “early warning” signals and communicate information
- Ability to involve others through informal networking and involve others in decision making
- Ability to speak effectively to the public

### **Customers:**

Internal: Other Park District staff and Board members

External: Patrons of Park District of Oak Park, residents of Oak Park

**Revised Date: 2/11/2013**

**Reviewed Date: April 2013**

### **Employee Signature:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*