

10.01.01 - Responsibility for Evaluation

Standard: The agency shall assign specific responsibility for managing elements of the evaluation program, including planning, training, evaluation, and analysis.

Suggested Evidence of Compliance: Provide job descriptions for the person(s) (staff or consultants) responsible for supporting and monitoring evaluation processes, including planning, training, evaluation, and analysis. If consultant services are used, provide the current contracts or service agreements. The documentation should also include the resumes of persons providing the service, including experience and training.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 23 – Evaluation and Action Research, p 644.

Agency Evidence of Compliance:

The Project Manager¹⁻² is responsible for managing the Park District's evaluation processes, including the agency's customer and staff satisfaction surveying systems, performance measurement programs, and other evaluation programs such as the annual park report card. The Project Manager sets up the software for staff use, determines measurement methods and goals for the agency, provides training for staff, and conducts evaluation and analysis of the evaluation efforts, including the creation reports. In order to manage such programs, the Project Manager has had training in project management and also advanced training in many software programs, including surveying software, dashboards software, and GIS software.

Documentation:

1. [10.01.01_Project-Manager-Job-Description.pdf](#)
2. [10.01.01_Bobbi-Nance-Resume.pdf](#)

Agency Self Assessment: MET
