

Position: Assistant Parks & Recreation Director	Position Number:
Department/Site: Community Services – City Hall	FLSA: Exempt
Evaluated by: Community Services Director	Salary Grade: 152

**Summary**

Plans, organizes, manages, coordinates, and participates in providing a comprehensive program of recreation, parks, sports and leisure activities for the community. Manages and evaluates programs, facilities, projects and staff. The Assistant Parks & Recreation Director assumes the duties of the Community Services Director in his/her absence.

**Distinguishing Career Features**

The Assistant Parks & Recreation Director is a supervisory management position that is responsible for assisting the department director in developing and implementing department/city goals and objectives. Integral services and areas of oversight include but are not limited to: managing various recreation facilities including an aquatic facility, adult community center, heritage sites and facilities, and arts and culture community center; develop, schedule and implement a comprehensive program of special events, athletic, recreation and leisure services programs and activities; develop and administer budgets; assist in acquisition and development of parks and open spaces; manage small and large CIP projects; prepare and administer grants; and other department administrative management functions. The Assistant Parks & Recreation Director oversees the work of a team of regular, full-time recreation professionals, supplemented by seasonal help and independent contractors who deliver specific classes, programs and services. Advancement to Assistant Parks and Recreation Director requires compliance with the qualifications of the position and the ability to establish goals for the section based on community needs assessment, review the accomplishments of teams and performance of individuals.

**Essential Duties and Responsibilities**

- Assists the Community Services Director in developing and implementing goals and objectives in all areas of parks and recreation services. Provide guidance in a variety of aspects of parks and recreation services.
- Plans and participates in the development of the park and recreation master plans that include services and capital enhancements.
- Plans, manages and evaluates the work of assigned staff. Develops, implements and monitors work plans to achieve recreation service goals and performance measures. Establishes performance requirements.
- Participates in developing Community Service division budgets, specifically those for recreation and projects. Administers and oversees service delivery according to approved budgets.
- Develop, schedule and implement a comprehensive program of special events, athletic, recreation and leisure services programs and activities.

- Facilitates, oversees, implements and evaluates results of recreation needs assessments. Identifies, develops, recommends and implements curriculum and activities to meet those needs. Researches new and innovative programs and trends and adapts and introduces programs to meet community needs.
- Determines program facility equipment and supply needs, optimizing the use of available space and resources. Oversees and monitors the purchase, distribution, care, use and maintenance of equipment and supplies. Maintains current supply and equipment inventories.
- Prepare applications for various grants; administer approved grants; maintain knowledge of current and relevant grant processes, rules, regulations and associated agencies.
- Development and implement operating procedures for existing and new facilities.
- Represent the Department's interests on boards and committees; as necessary, represent the Community Services Director at meetings with City officials and administrators, community organizations and governmental agencies, citizens and other groups or individuals.
- Assist with or directly supervise parks acquisition and development projects, small and large CIP projects, studies and planning projects.
- Administer and manage contracts for services provided by outside agencies.
- Develops, communicates and implements program schedules. Evaluates preliminary program schedules for registration and cost breakeven. Develops, oversees and monitors registration and fee collection processes.
- Participates and coordinate with various non-profit organizations, school officials, community groups and others in offering programs and services.
- Receives, investigates and resolves participant, volunteer, staff, citizen, community group, or community partner inquiries, concerns, complaints and problems.
- Researches, identifies and develops marketing and publicity plans and strategies for the City's recreation services. Oversees development and distribution of and writes and edits media releases, pamphlets, flyers, newsletters and other publicity materials for site activities, events and programs.
- Maintains and updates financial, statistical and program-specific data, reports and records. Develops and maintains computer-aided databases of program information, including demographic information of participants and the community in general.
- Coordinates use and scheduling of facilities and fields with community organizations and sports groups.
- Assures safe and efficient operation of facilities such as swimming pools and community use centers. Identifies, directs and resolves facility management/maintenance issues.
- Prepares complete, accurate and concise written reports and correspondence.
- Performs other duties as assigned that support the overall objective of the position.

## Qualifications

### ▪ **Knowledge and Skills**

The position requires specialized professional knowledge of the theories, principles, practices, techniques and procedures of parks and recreation services. Knowledge of methods and applications of project management. Knowledge of parks planning and development; land acquisition and construction. Knowledge of parks and open spaces management, operation and stewardship. Knowledge of recreation program origination, selection, design and delivery. Requires knowledge of the trends in the field of recreation, sport and leisure activity programs. Requires advanced knowledge of research design and data collection methods for identifying program demand and trends. Requires in-depth knowledge of the rules associated with team play in a variety of sports. Requires working knowledge of the procedures used in establishing optimal facility use schedules. Requires working knowledge of human development concepts. Requires knowledge of safety requirements applicable to leading individuals in recreational activity. Requires knowledge of personal computers sufficient to access and use common office productivity software. Requires sufficient math skill to prepare cost summaries and statistics. Requires well-developed language skills to write course descriptions and promotional materials. Requires well-developed human relation skills to convey concepts and conduct training and use courtesy when dealing with others.

### ▪ **Abilities**

Requires the ability to plan, organize, manage and integrate the activities of a large recreation program to meet City and department business and public service objectives. Requires the ability to plan, organize, manage and implement parks and recreation facility projects, land acquisitions and contracts. Ability to read and interpret construction plans, drawing and specifications. Requires the ability to plan, implement, and evaluate recreation programs and make sound recommendations for improvement. Organize work, set priorities and exercise sound independent judgment within areas of responsibility. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations. Effectively prepare and present departmental reports, grants and research projects. Develop, review, monitor and control assigned budgets and revenue. Requires the ability to negotiate effectively on behalf of the City. Requires the ability to conduct program needs assessment to identify potential recreation programs. Requires the ability to develop and apply the rules, regulations, policies and procedures used by the department in connection with recreational activity. Requires the ability to facilitate activities with small groups in a variety of programs. Requires the ability to coordinate and participate and partner with other community organizations to design and implement programs. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Must have excellent oral and written communication abilities.

### ▪ **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors, in a classroom, sports court, park trail or similar environment engaged in work of primarily a moderately active nature. Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time, lift and move medium weight materials up to 50 pounds, and move to various work locations. Requires sufficient arm, hand, finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and customers in one-on-one and small group settings. Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments.

- **Education and Experience**

Bachelor's degree in parks and recreation, leisure services, public administration, physical education, human services, or closely related field. Six years of progressively responsible experience in parks and recreation leadership including at least two years experience in a supervisory capacity with increasing responsibility in parks and recreation management. Or any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the work.

- **Licenses and Certificates**

May require a valid driver's license. Certified Parks and Recreation Professional (CPRP) preferred.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*