

MAJOR FUNCTION

This is highly responsible professional and administrative work assisting in the direction of the City's Parks, Recreation and Neighborhood Affairs Department. The work involves responsibility, as assigned by the Director, for general supervision of designated divisions and/or functions. Duties are performed with considerable independence requiring the exercise of extensive judgment and initiative in day-to-day operations. Administrative and professional direction is received from the Director-Parks, Recreation and Neighborhood Affairs, who reviews the work through conferences, reports, observations, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists in the planning, organizing, and directing activities, including the general supervision of assigned divisions of the Parks, Recreation, and Neighborhood Affairs Department. Monitors and/or assists with the preparation and the administration of the operating and capital budgets for the department. Coordinates and oversees the personnel functions for the department, to ensure compliance with City policy and procedures if assigned; assists in interviewing and hiring of division directors. Coordinates staff's attendance at training offered by the City for the department and oversees the department's compliance with the City's drug testing program policy and procedures. Serves as key staff liaison to City Parks Board and Friends of Our Parks Foundation, Inc. and to citizen groups appointed to assist the Park System. Prepares agendas, and researches and prepares administrative and financial reports for assigned divisions. Serves as the director in the absence of the director. Conducts special research studies of programs and facilities as required by the director. Assists in the department's public relations activities. Employs and exercises independent judgment in carrying out daily activities. Recommends the selection, transfer, grievance resolution, promotion, discipline and discharge of assigned divisional staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Conducts training. Coordinates and prepares responses to citizen and City Commission concerns. Coordinates the Performance Management process for the department, if assigned. Facilitates the development and achievement of departmental goals and objectives. Performs related work as required.

Other Important Duties

Makes presentations on programs, budget, policies, special projects and issues to City Commission, Parks Board, Foundation, City staff and citizens groups. Assists with department program promotional publications, and participates in and assigns other staff to department promotional activities. Prepares surveys, general request for information for City administration and staff, other departments, citizens and students. Presents information at in-service and staff meetings; attends City and community meetings on behalf of the director/department. Assists with dedication programs for Park and Facility sites, including staffing, publicity, and site logistics. Coordinates inter-departmental and intra-departmental projects in reports, surveys, and grant preparation. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of applicable federal, state and local laws, ordinances, and regulations. Thorough knowledge of the objectives, principles and methods in planning and administration of recreation and parks program. Thorough knowledge of the types of facilities and equipment needed to carry out a comprehensive recreation and parks program. Thorough knowledge of the sociological and psychological needs of various age groups for recreational activities. Thorough knowledge of the principles and methods of administration. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to establish and maintain effective public relations at all

social and economic levels. Ability to maintain effective working relationships with subordinates, supervisors and the public. Ability to communicate effectively, orally and in writing. Ability to assimilate training and experience in a broad range of recreation and park management functions. Ability to prepare, develop, and present long-range department plans and programs. Ability to plan, train, schedule and review the work of subordinates in a manner conducive to full performance and high morale. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in recreation, leisure services, physical education, business or public administration or a related field and five years of professional and administrative parks and recreation experience, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

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