

ASSISTANT DIRECTOR OF PARKS & RECREATION

NATURE OF WORK

This is highly responsible administrative and supervisory work assisting in the overall maintenance and administrative functions of the Parks and Recreation Department.

Work involves responsibility for coordinating the functions of the park districts, forestry, public gardens, golf course administration, golf course maintenance, athletic and team sport programs, skilled trades staff, and the heavy equipment and construction sections. Work includes determining and implementing departmental goals and objectives as related to the above areas; and significant interaction and coordination with other City departments, agencies, and community groups and organizations. The employee in this class exercises considerable independent judgment and initiative in reviewing, developing, and implementing departmental programs and policies. Work is performed under the general supervision of the Director of Parks and Recreation with work being reviewed in the form of conferences, reports, and review of goals achieved. Supervision is exercised over subordinate professional, supervisory, technical and clerical employees.

EXAMPLES OF WORK PERFORMED

Oversees the operations of the park districts including the maintenance of turf, flower beds, playgrounds, pools, recreation centers, buildings, walkways, parking lots, athletic facilities, maintenance related to turf and power equipment, commuter/recreation trails, and bridges, ponds, winter sports, snow removal and coordination of pesticide applications.

Oversees the operations of the forestry/horticulture section including maintenance of street trees and park trees, and of all public gardens.

Oversees all aspects of the City's golf program including course maintenance, maintenance of club houses, irrigation systems and turf equipment; reviews the operations of the golf professionals; reviews and monitors golf course revenue.

Coordinates the work of skilled trades staff involved in carpentry, plumbing, electrical and concrete finishing activities; reviews and prioritizes work orders.

Oversees the operations of the heavy equipment and construction section; coordinates usage and maintenance of all fleet vehicles assigned to the department.

Coordinates city-wide special events involving park facilities, equipment and staff; represents the department at various community functions and events, and on various committees.

Interviews and hires subordinate staff; assigns, monitors and evaluates the work of subordinate professional, administrative, technical and clerical employees; coordinates work flow; completes performance evaluations; plans and coordinates staff safety and training programs for regular and seasonal employees.

- Coordinates use of recreation fields and facilities by league sport organizations.
- Oversees the development and delivery of athletic and team sport programs.
- Coordinates use of City-owned facilities through license and rental agreements.
- Provides staff support to the Parks and Recreation Advisory Board and associated working committees.
- Oversees planning and implementation of capital improvement projects.
- Acts for the Director of Parks and Recreation in his absence.
- Represents the department at disciplinary hearings; hears grievances presented by represented employees.
- Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of the principles of management and organization.
- Considerable knowledge of the areas of forestry, horticulture, construction and maintenance practices, playground safety and design, and golf course maintenance.
- Considerable knowledge of the methods, materials, facilities and equipment involved in developing, coordinating, and maintaining municipal parks.
- Considerable knowledge of the laws and ordinances which apply to municipal parks.
- Considerable knowledge of development and delivery of public athletic programs.
- Knowledge of the principles of staff development and training.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain effective working relationships with community leaders, municipal officials, coworkers, subordinate staff and the general public.
- Ability to prepare budget requests and monitor expenditures.
- Ability to coordinate, assign, and evaluate the work of subordinate staff.
- Ability to analyze problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a master's degree in parks and recreation administration, public administration, business administration, or related field plus extensive experience in a responsible administrative or managerial capacity in parks and recreation administration.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in parks and recreation administration, public administration, business administration or related field plus through experience supervising the delivery of comprehensive parks and recreation programs or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

11/12

PS5531