

## **Assistant Parks and Recreation Director – 3080**

### **Primary Reason Why Classification Exists:**

To perform professional administrative work in the planning, implementing, and evaluating municipal leisure and sports recreation programs.

### **Distinguishing Features of the Class**

An employee in this class provides administrative support to the Parks & Recreation Director in the areas of planning, developing and coordinating the operations and maintenance of municipal parks, swimming pools, educational & athletic programs, special events and special services for citizens of all ages. Work also includes the formulation of departmental policies and procedures as well as the execution of programs and services. The classification requires the exercise of independent judgment, initiative and discretion in the formulation of policies and procedures related to implementation of various program. Supervision is exercised over recreation and sports coordinators and supervisors as well as umpires, officiating personnel, coaches, and field maintenance workers. Work is performed under the general supervision of the Parks & Recreation Director and is evaluated on the basis of attainment of individual and group objectives, effectiveness of programs in meeting community needs, and public acceptance.

### **Illustrative Examples of Work**

- Participates in the planning, developing, supervising and coordinating of events at parks, swimming pool operations, educational & athletic programs including special events and services for citizens of all ages
- Provides public relations and information programs; develops media advertising to publicizes programs and activities and makes public speaking engagements; receives and responds to inquiries, requests for assistance, concerns, and complaints of program participants, parents, and the general public
- Coordinates and supervises all activities in parks, pools, and facilities; assigns work; establishes schedules; evaluates work performance
- Recommends, develops, implements, and ensures compliance with policies, procedures, rules, and regulations governing departmental programs and activities including those required by OSHA safety regulations
- Prepares various reports of activities, budgets, and facilities; makes recommendations for budgeting of new equipment, supplies, maintenance needs, and capital improvements; monitors expenditures and supervises the purchases of equipment, supplies, and materials
- Oversees program scheduling and reservations; ensures proper maintenance of facilities; oversees preparation of facilities for activities and events
- Recruits, trains, supervises, and evaluates seasonal staff, instructors, coaches and volunteer participants; ensures background checks are completed; provides training for subordinates and volunteers; ensures staff receives and maintains any required certifications
- Attends various meetings with other departments and community agencies
- Keeps current on trends and issues in public recreation by reading professional publications and attending conferences, workshops, and professional meetings
- Conducts clinics for certification of coaches; provides instruction at clinics
- Serves as supervisor in the absence of the department director
- Performs related work as required

### **Knowledge, Skills and Abilities**

- Thorough knowledge of all phases of community recreational activities and their administration
- Thorough knowledge of the principles and methods of parks and grounds planning
- Thorough knowledge of the principles and practices of public administration with special reference to departmental personnel and budget administration
- Intermediate knowledge of computer hardware and software
- Ability to develop and execute a well-rounded program of recreational activities
- Ability to cooperate with and interpret recreational philosophies to City authorities, private groups and agencies, and the general public
- Ability to establish and maintain effective working relationships with officials, public groups, citizens, and associates
- Ability to communicate ideas effectively, both orally and in writing
- Ability to direct the work of a large and diverse staff

### **Physical Requirements**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **Working Conditions**

The worker is subject to inside and outside environmental conditions, noise, hazards, atmospheric conditions, and wearing a self-contained breathing apparatus. The worker may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment.

### **Education and Experience**

Graduation from an accredited college or university with a degree in parks and recreation management or related field and considerable experience in the administration of recreational programs including some supervisory experience; including 3-5 years' experience including supervision or any combination of education and experience which will provide the knowledge, skills, and abilities required in the position

**FLSA Status:** Exempt-Administrative (Regularly directs the work of two or more full-time employees and one or two seasonal staff and has the authority to recommend the hiring, firing, advancement, promotion or other change status given particular weight.

**Special Requirements:**

- Valid North Carolina driver's license
- Certified in CPR and first aid
- Prefer certifications in AED, CPO, CPRP, and Playground Safety Inspector

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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