

Parks & Recreation Director - 3090

Primary Reason Why Classification Exists

To manage and administer the operations of the City's parks, recreation and athletic programs as well as municipal cemeteries, and swimming pools.

Distinguishing Features of the Class

An employee in this class serves as the City's director of recreational, athletic, leisure services, and cemetery and grounds maintenance personnel. Emphasis of the work is on supervision of staff, planning short and long range programs and facilities, budgeting and allocation of resources, determining and allocating staff resources, and directing the activities and operations of the department. Work also includes the design, development, construction, maintenance, and acquisition of all parks, open spaces, athletic, recreational, leisure programming, swimming pools, cemeteries and greenways. Work includes directing the department's public relations program in developing, disseminating and educating the public, media, civic, social and other special interest groups on programs offered. Programs and services are coordinated with other City departments and outside agencies. Work is managerial and supervisory in nature and is performed with a high degree of independence of action and discretionary judgment. The classification is supervised by a senior management official and is evaluated on the basis of attainment of individual and departmental performance objectives, feedback from the public served, and observation.

Illustrative Examples of Work

- Develops and implements department goals and objectives; recommends and administers City policies and procedures
- Coordinates department activities with other departments and outside agencies and organizations; provides staff assistance to the Assistant City Manager, City Manager and Council; prepares and presents staff reports and other necessary correspondence
- Develops the department's annual work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work of staff
- Plans and administers the operating and capital budgets; prepares short and long range forecasts of services and additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures and implements mid-year adjustments
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department
- Develops and implement long and short-term strategic plans in support of department and City-wide goals and objectives
- Oversees and administers community and neighborhood leisure services programs and activities, parks operations, swimming pools, recreation center operations, as well as acquisition and development of parks, trails, open spaces, and cemetery and municipal grounds maintenance programs
- Prepares reports and recommendations to the Assistant City Manager, City Council, and related boards and commissions

- Prepares long-range plans to meet community needs based on studies of local conditions and projections of the future composition of the community; recommend additional, altered or expanded public parks, recreation facilities, and cemeteries
- Represents the department with outside groups and organizations; participates in community and professional groups and committees; provides technical assistance as needed
- Researches and presents technical and administrative reports and studies to City Council and various boards and committees; prepares written correspondence
- Develops and maintains positive working relationships with elected officials, co-workers, and the public using principles of good customer service
- Performs related work as required

Knowledge, Skills, and Abilities

- Comprehensive knowledge of all phases of community recreational activities and their administration including recreation, athletic, cultural, and social needs
- Comprehensive knowledge of principles, practices and methods for successful administration of development and maintenance of cemeteries, parks and open spaces, facility operation and maintenance, and recreation programming
- Thorough knowledge of principles and practices of leadership, motivation, team building and conflict resolution and the principles and practices of organization, administration, and personnel management
- Thorough knowledge of pertinent local, State and Federal laws, rules and regulations related to the organization managed
- Thorough knowledge of organizational and management practices as applied to the analysis and evaluation of programs
- Thorough knowledge of principles and practices of budget preparation and administration
- Thorough knowledge of public relations principles and practices
- Ability to plan, organize, and direct the operations of the Recreation Department; ability to formulate recommendations for funding parks and recreational development, and maintenance and growth of cemeteries
- Ability to prepare and administer operating and capital budgets and policies and procedures
- Ability to supervise, train, and evaluate assigned personnel including authorizing appointments and recommending terminations or other discipline
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations consistent with department and City goals
- Ability to interpret and apply Federal, State, local policies, procedures, laws and regulations
- Ability to understand and implement various athletic and leisure services for the community and recommend additional areas, facilities, and programs to meet those needs
- Ability to respond to issues and concerns expressed by the public or public officials
- Ability to maintain a positive and supportive liaison with various private and public agencies
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work and to communicate clearly and concisely with others, both orally and in writing

Physical Requirements

Work requires the frequent use of an office computer, cell phone, and other office equipment. The employee may be required to sit for long periods of time with occasional bending or squatting. Employee is required to frequently lift up to 10 pounds or occasionally lift up to 20 pounds. Employee must have the visual acuity to perform frequent reading, close-up work, and ability to distinguish color and depth vision. Employee must use hands for writing or typing and must hear and talk with others, either in person or on the phone. Work requires long periods of concentration for reading and developing plans, making frequent decisions and instructions to staff, communicating with coworkers, and interacting with the public.

Working Conditions

Work is mostly performed in a typical temperature controlled office environment subject to typical office noise and environment with well as noise from operating vehicles or in evaluating the work of subordinates but may occasionally performing work subject to extreme heat and/or cold in the review, monitoring and evaluating the work of subordinate. Position requires broad flexibility of the employee in time management often requiring evening meetings, working on weekends or holidays, athletic events, and frequent travel within the City to department facilities.

Education and Experience

Graduation from an accredited college or university with Bachelor's degree in recreation management, public administration, or a related field; and 5 - 7 years experience managing a municipal parks and recreation program

Special Requirements

- Valid North Carolina Driver's License
- First Aid & CPR; CPRD, CPI, & AED certifications preferred

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

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.