

MAJOR FUNCTION

This is responsible professional, managerial and administrative work directing the City's park system, recreation facilities, animal services and neighborhood enhancement and advocacy programs. Work is performed under the administrative direction of an Assistant City Manager. Considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

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

Plans, directs, and coordinates the development and delivery of park, recreation, leisure neighborhood advocacy and enhancement and animal services through the effective and efficient use of personnel and financial resources allocated to the Parks, Recreation, and Neighborhood Affairs Department. Directs the preparation and administration of the operating and capital budgets of the divisions of the department. Leads key staff in formulating strategic and long-range plans for the department and makes procedural and operational recommendations to the Assistant City Manager. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Coordinates work activities and programs of the department with other City programs and projects. Prepares reports, correspondence, agenda items and grant requests. Administers federal and state grants. Investigates and resolves personnel problems that may arise from time to time. Addresses citizens' requests, concerns and issues that have escalated beyond the division level. Attends and participates in conferences and meetings of department heads, the City Commission, and others. Addresses civic organizations and other public or private groups on subjects relative to the City's park and recreation programs, activities and projects. Insures staff's compliance with the City's equal opportunity initiatives, and related federal and state laws. Hires, advances, demotes, transfers, resolves grievances, disciplines and dismisses assigned staff. Conducts performance appraisals and approves or denies merit increases. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Serves on ad hoc and cross-functional teams to represent the department's position. Represents the City and its viewpoints at conferences, seminars, workshops, and meetings, as applicable. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Extensive knowledge of modern techniques, methods, procedures, principles and practices of all phases of parks, recreation and neighborhood services programs. Extensive knowledge of personnel, finance, general office and business administration and ability to apply them. Thorough knowledge of the use and care of all types of park and recreation tools, equipment, instruments, materials and supplies. Ability to plan, direct, supervise, coordinate, organize and inspect parks recreation, neighborhood enhancement and advocacy, and animal services programs and activities. Ability to prepare written technical reports, estimates, construction and cost records. Ability to plan, assign, instruct, review and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to park and recreation programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop and present long-range park and recreation plans and programs. 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 administration, leisure services, physical education, business or public administration, or a related field and six years of professional and administrative parks and recreation experience, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

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