

JOB DESCRIPTION



JOB INFORMATION

<i>Job Title:</i>	Parks & Recreation Deputy Director	<i>Civil Service:</i>	No
<i>Department:</i>	Parks & Recreation	<i>Bargaining Unit:</i>	Non-Bargaining
<i>Reports to Position:</i>	Parks Director	<i>Pay Grade:</i>	NB Pay Scale
<i>Location:</i>	Thomas Park	<i>Overtime Status:</i>	Salary
<i>Effect. Date:</i>	01/01/2020	<i>FLSA Status:</i>	Exempt

JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

Manage daily operations of assigned functional areas and provide technical support as needed. Perform complex professional and administrative work with an emphasis in operations administration; recreational activities and events; business service delivery; and accounting and budget oversight. Provide leadership assistance to the Director in planning, coordination, and management of the entire department and act on behalf of the Director during absences. All duties are performed in accordance with applicable laws, resolutions, and City policies.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Manage the day-to-day operations of all business-related activities and provide oversight and guidance to managers and supervisors.
- Manages staff by planning prioritizing tasks; ensure policy and procedure compliance; recommend changes and adjustments; develop staff through training and mentoring; evaluate employee performance and make recommendations for promotions and/or discipline as needed.
- Assist in developing and administer the annual budget for assigned functional areas; make recommendations to the Parks & Recreation Director; monitor budget expenditures; ensure revenue collections; and oversee payroll, procurement, and accounts payable.
- Assist in developing and implement the department's annual Capital Improvement and divisional Work Programs.
- Assist in developing the implementation of programs, events, and services; evaluate efficiency and effectiveness of functional area operations and implement improvements, as necessary.
- Develop agendas and packet materials for City Council, boards, and commission meetings.
- Attend City Council, boards, and commission meetings as required.
- Actively participate on the City of Marion Leadership Team.
- Assume leadership role in developing and maintaining professional relationships with interdepartmental, local, and regional partners.
- Maintain a comprehensive knowledge of parks, recreation, urban forestry and cemetery standards, codes, and regulations. Stays up to date on industry trends and maintains professional affiliations.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of modern principles and practices of parks, urban forestry, cemetery, and recreation programing.
- Knowledge of public facility management.
- Knowledge of administrative and budget management practices and principles.
- Knowledge of City and department policies and procedures.
- Knowledge of computers, hardware, and software.
- Knowledge of marketing and promotions best practices.
- Skill in planning, developing, implementing, and monitoring policies, procedures, rules, and regulations.
- Skill in planning, developing, implementing, and monitoring park development projects.
- Skill in performing cost/benefit and return on investment analyses.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
- Skill in written and verbal communications
- Knowledge of Microsoft Suite.

ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades, and heavily vegetated areas for the purpose of inspecting parks, work sites, and cemetery land.
- Ability to visually review the department's facilities and the work of subordinates.
- Ability to read, speak, write, and understand English to effectively communicate with employees, citizens, boards/commissions. and City Council by telephone, in written form, or face to face.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Bachelor's degree in Parks & Recreation, Public Administration, Natural Resources, or a related field from an accredited college or university is required.
- Five (5) consecutive years of supervisory experience. Responsibility for the oversight of recreation programs, parks, fleet, and facilities preferred.

WORKING CONDITIONS

List working conditions for this position:

- Work will primarily be performed in an office setting.
- Occasionally will need to perform duties outdoors and work with staff who primarily perform their duties outdoors.
- Work a standard work week.
- May be required to work some overtime upon demand of workload.

REQUIRED BACKGROUND CHECKS

- Sex Offender Registry
- Criminal Background Check
- Credit Check
- Drug Screening
- Driving Record
- Pre-Employment Physical