



City of Irving Job Description

Assistant Parks & Recreation Director

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| FLSA Status: | EXEMPT | Job Department: | Parks & Recreation |
| Job Code: | P021 | Reports To (Job Title): | Parks and Recreation Director |

PURPOSE

Assist the Director with planning, promoting, organizing, and administering the Parks and Recreation Department; coordinate assigned activities within the department, with other City departments, and with outside agencies, as well as provide administrative support to Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Assist in the development, planning, and implementation of goals and objectives for Parks and Recreation activities and programs, and recommend and administer policies and procedures.
- Assist in the development, monitoring, and coordination of the departmental budgets and recreation center revenue accounts, which includes operating accounts and capital improvement projects.
- Develop reports and make presentations and recommendations to the City Manager, City Council, other City departments, as well as various boards, agencies, and community groups.
- Assist with directing and overseeing the development of the Parks and Recreation Department's work plan; assign work activities, projects, and programs; monitor work flow and reviews; and, evaluate work products, methods, and procedures.
- Attend and participate in professional groups and committees and stay abreast of trends and developments in parks and recreation planning and programming.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Assist in the development and implementation of annual departmental goals, objectives, performance measures, and strategic plans.
- Analyze customer needs and service deficiencies and recommend resources and programs.

If Assigned to Parks Services:

- Provide direct supervision of the Park Services Manager and Park Operations Manager.
- Provide monthly updates on parks activities for the Parks and Recreation Advisory Board.

If Assigned to Recreation Services:

- Provide direct supervision of the Recreation Services Manager, Aquatics Supervisor, as well as, the Special Events team programming and personnel.

OTHER DUTIES AND RESPONSIBILITIES

- Develop and review staff reports related to parks and recreation services and activities.
- Initiate departmental training programs.

- Coordinate and oversee the use of Parks and Recreation Department personnel, equipment and facilities to assist in emergency and disaster situations where needed.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 100-200 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assist in developing and monitoring departmental budgets of approximately \$19 million dollars annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in park administration or a closely related field.

EXPERIENCE

- At least seven (7) years of related experience, with two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Government Policy: Policies, operations, and processes at the local, state & national levels.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

SKILLS AND ABILITIES IN

- Functional Supervision: Motivating, developing, and directing people as they work.
- Planning: Sensing the environment and setting goals and objectives:
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of difficult approaches.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, including communicating effectively with an audience and responding to inquiries.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Mayor and City Council members, School Districts, Advisory Councils, Chamber of Commerce, and civic organizations, as well as Irving residents.

EQUIPMENT AND PROPERTY

Must operate a computer and laptop.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, sit, stand, and/or talk. Occasionally, s/he is required to drive a vehicle, carry, kneel, and/or walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, electrical hazards, outside weather conditions, moving mechanical parts, and/or toxic or caustic materials. The noise level in the work environment is usually low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.