

**CITY OF GLENDALE**

**TITLE:** Deputy Parks & Recreation Director      **CLASS CODE:** 447

**REPORTS TO:** Parks & Recreation Director      **GRADE:** 34

**DEPARTMENT:** Parks & Recreation      **FLSA:** E

**JOB DESCRIPTION DATE:** October 11, 2005 CM

**JOB SUMMARY**

Performs complex administrative and managerial functions including planning, developing, monitoring, evaluating and leading a division of the Parks and Recreation Department.

**ESSENTIAL FUNCTIONS**

1. Administers a comprehensive division of the Park and Recreation Department.
2. Develops and monitors division budgets that may include operating and capital budgets. Prepares short and long-range objectives and budgets based upon assessed needs of the city.
3. Develops management plans for the implementation of facility and park operations, and recreation programming practices and procedures.
4. Directs, supervises, motivates and evaluates staff.
5. Motivates and promotes an excellent customer service attitude in all division employees.
6. Resolves complex or sensitive issues related to employees, citizens, or city facilities.
7. Acts as a city representative (liaison) for various commissions and committees. Monitors and evaluates event logistics and oversee coordination of support necessary from other City departments. Serves as the city liaison to police, fire, and other departments as related to facility development and usage.
8. Provides high quality public presentations to senior management, community groups and political entities.
9. Performs periodic inspections of recreation, park and historical facilities and programs to ensure safety, and compliance with department-approved guidelines.
10. Researches, analyzes, and prepares reports on parks and recreation program and project status, and accomplishments for city management, community organizations, and the general public.
11. Manages the contractual agreements and services within the division, and oversees field inspections of contracted activities; negotiates agreements and for contracted facilities, equipment and services.
12. Recommends, develops, and implements short and long-range plans, goals, objectives for park and recreation programs and projects. Implements master and business plan strategies.
13. Assists in the conceptual planning for all recreation or historical facilities and parks.
14. Assists in review of landscape plans and construction for parks, recreation and historical facilities.
15. Participates in the development, implementation, evaluation and enforcement of department policies, procedures, and standards.
16. Prepares and administers grant applications for park, recreation and historical facilities, improvement projects and programs.
17. Defines issues, collects data, analyzes information and evaluates alternative solutions.
18. Researches and develops new programs, operating procedures and revenue sources, and develops funding proposals.
19. Assists supervisors in developing on-the-job and safety awareness training program.

20. Interprets, explains, and enforces federal, state, county and city laws, rules and regulations.
21. Serves as acting director in the absence of the Director of Parks and Recreation as assigned.
22. Occasionally prepares news releases, oral and written technical and statistical reports.

### **SECONDARY FUNCTIONS**

23. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Knowledge of:**

Principles, methods, personnel development materials and practices of strategic, business and long-range planning, providing either community based recreation services, park maintenance, ranger operations or historical facilities and cultural arts  
Budget preparation and administration, and program management  
Supervisory and management practices and responsibilities  
City policies and procedures, demographics and recreational issues  
Practices and methods of developing and maintaining parks, trails, athletic fields, playgrounds, recreation facilities, aquatic facilities and historical and cultural/arts centers  
Procedures pertaining to the planting, maintenance, treatment and care of trees, plant material, turf, equipment and facilities  
Computer database and Microsoft Office systems  
Contract management principles

#### **Ability to:**

Recognize the needs and deficiencies of the division and community  
Answer complaints tactfully, respond in a timely and professional manner  
Supervise, organize and direct the work of employees  
Establish and maintain effective working relationships  
Effectively plan, organize, evaluate, and manage the activities of program areas  
Perform a full range of managerial responsibilities over several department subdivisions  
Negotiate contracts and agreements in areas of responsibilities  
Conduct research and analysis; evaluate programs; prepare reports and recommendations  
Effectively communicates verbally and in writing  
Resolve problems with irate or hostile citizens  
Establish and maintain effective working relationships with City management, other city departments, government entities, community organizations and the general public

### **WORKING CONDITIONS**

Office setting with field inspections of programs and facilities. Occasionally transports Parks and Recreation equipment, art and historic pieces.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Parks and Recreation Administration, Public or Business Administration, Park Management or a related field and five years of experience in parks operations and/or recreation program management, including three years of supervisory experience. Master's degree in areas of focus preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

### **SPECIAL REQUIREMENTS**

Certification as a Park and Recreation Professional required within one year from date of hire