The City Beautiful

City of Coral Gables
Job Description

Job Title: Assistant Parks and Recreation Director
Department: Parks and Recreation
Classification: 6010
Pay grade: 28E
FLSA: Exempt

Prepared Date: 11/06
Approved By:
Approved By:

Summary

Assists the Parks and Recreation Director in the management, operation and administration of the Parks and Recreation Department. Work includes planning, organizing and supervising the financial and business operations of the Department as well as assisting the director in the planning, developing, scheduling, directing and implementation of a year round, city-wide parks and recreation program. Supervises support staff which may include: superintendents, program staff, clerical support, maintenance staff, seasonal employees, and volunteers. Exercises considerable initiative and independent judgment under the general supervision of the Parks and Recreation Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Parks and Recreation Director in directing and overseeing a comprehensive year round, community parks and recreation program including the management of recreation centers, municipal golf courses, municipal swimming pools, and athletic fields/courts, parks and open spaces.

Assists in managing and supervising assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; hires, trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Assists in providing leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to commission, administration, staff and the general public.

Provides supervision and plans, organizes, and supervises the financial and business operations of the Department. Coordinates and facilitates Department contracts as contract manager for Department and as liaison to Department's major contractors.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual Department budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; orders all new and replacement equipment.

Represents the Department and Director on various occasions and serves on a variety of internal and external committees. Acts in the absence of the Director.

Performs public relation duties to promote the Parks and Recreation Department in the community. Makes presentations on behalf of the City and Department to City Commission, boards, special committees, civic groups and the general public.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.

Determines work procedures, prepares work schedules, expedites workflow, issues written/oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Studies and standardizes procedures to improve efficiency and effectiveness of operations; builds Department teamwork.

Resolves employee grievances. Provides professional advice and mentorship to staff.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists the Parks and Recreation Director in maintaining liaison and building partnerships with other City departments, as well as officials and representatives from state, local, and other public agencies on behalf of the Department.

Manages, directs and coordinates special projects research and data analysis efforts within the Department.

Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school districts and various community-based organizations. Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Assists in the development and implementation of policies, procedures and standards for efficient and effective operation and maintenance of Department operations. Assures compliance with established policies and procedures.

Promotes interest in parks and recreation programs through publicity, brochures with various community groups, and public contacts; speaks before citizens groups, students and other organizations.

Responds to oral and written inquiries from the public, patrons and other City employees.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of modern parks and recreation programs; thorough knowledge of equipment and facilities required in a comprehensive park and recreation program; extensive knowledge of the principles and practices of maintenance, construction, contract management and use of public buildings and park facilities; considerable knowledge of community recreation needs and resources; knowledge of City and Department policies, procedures, rules and regulations; working knowledge of the principles and practices of office management, work organization and supervision.

Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program; ability to coordinate, analyze, and utilize a variety of reports and records. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard of work station.

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

Minimum Education and Experience

Bachelor degree in Recreation., Leisure Service, Education, Physical Education, or related field.

Five (5) years experience managing Parks and Recreation programs and facilities.

Parks and Recreation Professional certification (CPRP)

Florida and National Parks and Recreation Association membership a plus

Valid Florida Driver's License