

**JOB TITLE:** Director of Parks and Recreation

**JOB NO:** EX009221

**JOB FAMILY:** Executive

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **GENERAL SUMMARY**

To direct, plan, manage, and review the activities and operations of the Parks and Recreation Department including the Administration, Park Planning, Recreation Services, Park Services and Youth Services Divisions; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the City Manager's office.

### **SUPERVISION**

General supervision is provided by the City Manager. Responsible for the management of acquisition, development, maintenance, operation and programming of public parks and recreation facilities and programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Develop, plan and implement goals and objectives for the Parks and Recreation Department; recommend and administer policies and procedures.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Supervise and participate in the development and administration of the Parks and Recreation Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments, revenue enhancements and costs containment measures as needed.
5. Coordinate Parks and Recreation Department activities with those of other departments and outside agencies and organizations; provide highly responsible staff assistance to the City Manager's office and the City Council; prepare and present staff reports and other necessary correspondence.
6. Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures.
7. Direct the preparation of agenda items for the City Council, and various committees and boards involved in parks and recreation activities; present agenda items to the Council as needed.
8. Develop and review staff reports related to parks and recreation matters; present reports to a variety of committees, boards, commissions and the City Council.

9. Direct the evaluation, selection and administration of outside contracts for parks and recreation activities.
10. Promote heightened awareness of parks and recreation presenting a positive image to citizens, tourists, area schools, regional and state agencies and the business community.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Provide timely, accurate and thorough Performance Reviews for supervised employees.
13. Serve as the principal representative for the City on the Golf Operations Committee, Parks and Recreation Advisory Board and Mesquite Youth Services Board.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Perform other duties as assigned.

#### **MINIMUM JOB REQUIREMENTS**

Any combination of the following education and experience is qualifying:

##### **Education**

Bachelor's degree from an accredited college or university with major coursework in recreation administration, landscape architecture, business administration, public administration, engineering or related field. Master's degree or additional formal education desired.

##### **Experience**

Five years of progressively responsible municipal experience managing a significant parks and recreation department.

##### **Licenses and Certificates**

Possession of a Certified Parks and Recreation Professional certification desired.

Possession of a valid Class C Texas driver's license.

#### **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1. Job Knowledge; 2. Teamwork; 3. Customer Service; 4. Flexibility; 5. Work Ethic.

The five supervisor competencies are...

1. Leadership and Results Orientation; 2. Coaching, Mentoring and Developing Employees;
3. Communications and Maintaining an Open Mind; 4. Vision and Innovation; and 5. Empathy.

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

##### **Knowledge of:**

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern principles, procedures and practices of parks and recreation administration.

Principles and practices of organization, administration and personnel management.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Current local, social, political and economic trends and operating challenges regarding parks and recreation programs.

Principles and practices of project and construction management.

**Skill in:**

Researching, analyzing and evaluating new service delivery methods, procedures and techniques.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Effectively administering a variety of parks and recreation activities.

Preparing clear and concise administrative and financial reports.

Utilizing computer technology in modernizing office procedures and record keeping.

**Ability to:**

Deal effectively and courteously with the public and staff in problem solving situations.

Direct the operations of a modern parks and recreation department.

Manage, direct and coordinate the work of professional, technical and clerical personnel.

Select, supervise, train and evaluate a diverse and multi-skilled staff.

Provide administrative and professional leadership and direction for the Parks and Recreation Department while exercising initiative and good judgment.

Recommend and implement goals, objectives, and practices for providing effective and efficient parks and recreation operations and service delivery.

Prepare and administer large and complex revenues and expenditures budgets.

Communicate clearly and concisely, both orally and in writing.

Operate a motor vehicle.

Establish and maintain cooperative and working relationships with those contacted in the course of work including City and other governmental officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*

