

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Director of Parks and Recreation	Job Code: 3217
Date: August 27, 2015	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is executive direction and administration work with responsibility to plan, organize, lead, and direct all activities of the Parks and Recreation Department.

CLASSIFICATION STANDARDS: The single position assigned to this classification is responsible to the Mayor and/or a designated supervisor and performs all work under his/her administrative direction. The work of this class is distinguished by its overall administrative responsibility for the efficient, effective, and lawful management of the department.

ESSENTIAL DUTIES: Oversee and direct all activities, programs, personnel, and strategies of the department; analyze daily operations and activities of the department to identify and resolve areas of inefficiency and administrative and operational concerns; establish a department vision and direct its implementation; prepare short- and long-range plans for the acquisition, design, and development of recreation buildings, parks, trails, and other assets; plan, organize, and direct programs that fully utilize a large recreation center, multi-purpose ice arena, center for the arts; golf course, parks, trails, fields, cemetery, and a variety of other facilities, structures, and outdoor areas; assess the community's parks and recreation needs and ensure that an appropriate variety of social, cultural, athletic, and other special programs are available; direct weed abatement program; conduct feasibility studies and oversee the department's master plan; coordinate department functions with other related operations and outside groups; oversee the release of public announcements and activity promotions.

Prepare and submit a timely departmental budget and monitor and approve departmental purchase orders and expenditures; oversee the creation and management of the subordinate budgets; anticipate possible deficit areas and develop measures to handle same; oversee procurement of new equipment, including researching innovative procedures and equipment to advance the efficiency and ability of the department; prepare various records, reports, and grants.

Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; ensure training of staff is completed and that appropriate certifications are maintained; ensure appropriate documentation of department activities; review various work records and reports from the staff and ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel concerns in accordance with established policies; conduct performance evaluations; make staffing decisions within the department including the hiring and firing of personnel; represent the department and the City on various boards, groups, and committees; attend a variety of meetings and make presentations to the Council, City Administration, and other groups; respond to requests from the public, media, and other interested parties; maintain a positive community image for the department; act as department spokesman; perform other related work as needed.

MINIMUM REQUIREMENTS: **A)** Master's degree in Business or Public Administration, Recreation Management, or a related field; and six (6) years of professional experience in a closely related field, four (4) years of which must be at a management level; or **B)** an equivalent combination of education, training, and/or experience [substituting each one year of post-secondary education/training for six months of experience].

License(s). A valid, lawful driver's license is required.

SELECTION FACTORS: *Knowledge of:* laws, codes, rules, and regulations governing the position; management principles and practices as they pertain to parks and recreation programs; the principles and practices of municipal government; modern supervisory techniques; basic English composition, spelling, and grammar; budget preparation and administrative process including grant writing procedures; the operations, functions, and terminology common to the work. *Skill in:* dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; finding solutions to highly complex problems; organizing assigned work and developing effective work methods; conducting confidential investigations and in handling sensitive issues. *Ability to:* conduct oneself ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper courses of action; plan, organize and direct major staff functions and operations; perform work with speed and accuracy; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the department; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service.

TOOLS AND EQUIPMENT USED: Computer terminal, basic office machines, basic software and word processing programs, department specific software, telephone, safety clothing and equipment, and a motorized vehicle.

PHYSICAL DEMANDS: Must assume a seated position at a computer desk for extended periods of time while maintaining concentrated attention to details.

ENVIRONMENTAL FACTORS: Work location is primarily inside with little or no occupational hazards. Position occasionally conducts site visits with exposure to construction site hazards, loud noises, and hazardous chemicals. Position may also include exposure to high stress situations or environments, including contact with the public and/or employees in confrontational or emotionally charged circumstances.



Mayor/Chief Administrative Officer



Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.