

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Deputy Director of Recreation, Parks, Historic and Cultural Affairs

**Department:** Recreation, Parks, Historical and Cultural Affairs

**Pay Grade:** 517

**FLSA Status:** Exempt

**Job Code:** R802

### JOB SUMMARY

The purpose of this classification is to assist the Director of Recreation, Parks, Historic and Cultural Affairs in directing the programs, services, staff and resources of the Department. The primary responsibility of this position is to manage and oversee the day to day operations of all assigned divisions of the Recreation, Parks, Historic & Cultural Affairs Department, including staff and resources. In addition, this position shall assist with department-wide planning and evaluation. The position shall serve as Director in his/her absence.

### ESSENTIAL JOB FUNCTIONS

- Monitors parks, programs, and services; evaluates the efficiency and effectiveness of the service delivery methods and processes to ensure a sustainable park system that meets the needs of the community; identifies opportunities for improvement based on best business and industry practices, and directs the implementation of changes.
- Advises the Director and provides recommendations on operational issues and personnel matters.
- Confers with other deputy directors, division managers and senior management staff to direct department operations, programs, and services; supervises, directs and evaluates division managers and senior management staff; conducts performance evaluations.
- Identifies park and recreation needs in the community, involving the community and creating community support in the process; develops effective partnerships and sponsorships with community organizations.
- Responds to internal and external customer questions and complaints related to department operations; researches problems and initiates problem resolution.
- Ensures department compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; initiates actions necessary to correct deviations or violations.

- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Manages both operating and capital project budgets.
- Drafts action plans and leads meetings with department executives to review project status, and proposed changes.
- Maintains comprehensive, current knowledge and awareness of applicable laws and regulations; maintains awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Supervises and assists with internal systems, including buildings and facilities, information systems, communications systems and financial systems.
- Coordinates department's activities; organizes and prioritizes workload; makes work assignments, monitors status of work in progress and inspects completed work; troubleshoots problem situations.
- Assists the Director with developing the department short and long range plans, goals and objectives; supports the direction and policies established by the Recreation Commission; assists with developing the Master Plan; researches, analyzes and presents recommendations regarding short range plans; assists with developing and implementing operational and administrative policies and procedures; and assists with communicating these plans and policies to staff and the public.
- Serves as a member of varying task forces, committees, and management and planning teams; and attends recreation Commission meeting, public hearings, and organizational meetings.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Conducts tours of facilities and parks.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in recreation administration or a closely related field; supplemented by six (6) years of progressively responsible experience managing recreation programs, staff and resources; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of the philosophy, theory, principles, practices, techniques and equipment of community recreation programs and public administration.

- Knowledge of policies, procedures and strategic direction of the City Recreation Commission.
- Knowledge of codes, state laws and ordinances applicable to recreation and parks programs.
- Knowledge of the principles and practices for allocating and managing assigned resources including staff, budgets, facilities, and equipment.
- Ability to develop and administer an overall community-wide recreation program.
- Ability to positively promote the image of the Department, and the City of Roswell.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division Ability to calculate decimals and percentages
- Ability to utilize principles of fraction Ability to interpret graphs
- Ability to apply principles of logical or synthesis functions Ability to deal with several concrete and abstract variables
- Ability to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*