ASHEVILLE, NORTH CAROLINA

Classification Specification

Director, Parks and Recreation
Job Code: 5000
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee the programs, services, staff and resources of the Parks and Recreation Department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

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. Other duties may be required and assigned.

Directs, oversees, and evaluates assigned staff: plans, directs, and reviews work of individuals and the department; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and City administrators; and trains staff in operations, policies, and procedures.

Manages department activities through subordinate supervisors and staff: organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to

Assistant City Managers, City Manager, and City Council; and updates and maintains department standard operating procedure manuals.

Advises City administrators, City Council, appointed/elected boards and committees, and others regarding department activities, programs, operational and technical issues, training, and initiatives: provides technical expertise and guidance regarding parks and recreation practices, principles, and standards; and prepares and presents progress and activity reports as requested or required.

Develops and implements long- and short-term plans, goals, and objectives for City parks, facilities, and recreation activities: researches, assesses and develops strategies to meet current and future issues and concerns regarding City parks and recreation needs; and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for the department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required.

Develops, defends, and implements department budget: determines budget allocations for staffing, equipment, capital improvement needs, and other expenditures; coordinates with subordinate staff members regarding budgets; prepares, submits, and presents proposed budget to City Manager and City Council; and approves and monitors expenditures and revenues to ensure compliance with approved budget.

Directs the development and maintenance of park facilities and property, including overseeing capital projects: directs the construction, management, and maintenance of the Department's physical resources, such as parks and recreational facilities; establishes priorities, policies, and procedures to ensure an acceptable level of maintenance and repair; oversees the Department's capital improvement projects; assists with design for facilities; recommends the selection of consulting firms and negotiates and administers contracts with consultants, engineers, architects, or other service providers; and ensures property and facilities provide for the safety and well-being of employees, program participants, and the public visiting parks.

Directs the development and maintenance of recreational programming: plans and prioritizes the development of recreation programs, events, and other activities; plans and coordinates youth and adult programs; directs the development, publication, and distribution of marketing materials; and ensures programs provide quality services that meet the needs and interests of the community.

Performs public relations duties: participates in and attends various meetings, events, advisory boards, etc.; provides information and technical expertise and answers questions regarding department projects, programs, and activities; and develops partnerships and collaborations with area schools, community and neighborhood organizations, businesses, and others to address community issues and solve problems.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, school officials, contractors, businesses, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, procurement approvals, timesheets, project tasks and assignments, community benefit agreements, staff reports, performance appraisals, policies, procedures, budget and financial documentation, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Public Administration, Parks and Recreations, or a related field required; supplemented by ten years of progressively responsible experience in parks & recreation development, programming, and management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid Certified Parks and Recreation Professional certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, 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 workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.