

ASSISTANT PARKS, RECREATION AND COMMERCIAL FACILITIES DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: An Assistant Parks, Recreation and Commercial Facilities Director is responsible for performing administrative work involved in leading, planning, organizing, maintaining, and directing the effective, efficient, and economic management of Recreation Operations, Commercial Operations, and Parks Planning and Operations within the Parks, Recreation and Commercial Facilities (PRCF) Department. Responsibilities include: oversight of daily operations, budget administration and monitoring of related expenditures; leading activities to generate increasing revenue; evaluating the work of subordinates; serving as an advisor to the department director and Parks and Recreation Advisory Board on activities and issues related to department operations; performing in role of department director in times of Director's absence; establishing short- and long- range strategic plans; developing and implementing program goals and objectives; reviewing and evaluating operations and activities; including maintenance, capital improvements; selection, training, and evaluation of personnel; directing the implementation of policies and operating procedures to increase efficiency and effectiveness; overseeing acquisition and control of related program equipment, materials, and supplies; and establishing community partnerships to enhance delivery of services. An Assistant PRCF Director performs related duties as required.

The Assistant PRCF Director is responsible for directing the work of PRCF Administrators who deliver the following services:

Commercial Operations: Oversees the day-to-day business operations of: Dobson Ranch Golf Course; event sales at Hohokam Baseball Stadium; Mesa Cemetery; Mesa Convention Center and Amphitheatre operations; maintenance of assigned facilities, structures, equipment, turf, and landscape maintenance contract activities. Additional duties include: coordinating and leading Sales and Marketing, Concert Promotions and Sponsorships for the PRCF Department.

Recreation Operations: Oversees year-round recreation service programs which includes: aquatic programs; adaptive and inclusion support services; youth and adult sports programs; youth and teen after school programs; recreation centers; special interest classes; maintenance of pools, facilities, parks, structures, equipment; and volunteer management.

Park Planning and Operations: Oversees the daily operation and maintenance of the park and recreation facilities managed by the department. Oversight on the acquisition and development of parks and recreation facilities, including coordination and development of joint school use facilities. Oversees the coordination of the design, construction, and maintenance of community recreation facilities including, parks, recreation facilities, and community school facilities.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Assistant PRCF Director is supervised by the PRCF Department Director, who reviews performance through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Recreation, Parks Management, Business, Public Administration, or a closely related field. Five to seven years of progressively responsible management and administrative experience planning, organizing, and directing activities in a municipal, recreation, or enterprise operation, including at least two years of supervisory experience. Experience performing management and administrative analysis work, and supervising and/or administering organizational, operational, and budgetary processes is also required.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Parks and Recreation Administration, Public or Business Administration, or a related field is desirable. Certification as a Parks and Recreation Professional. International Association of Venue Managers (IAVM), National Parks and Recreation Association (NPRRA), or Arizona Parks and Recreation Association (APRA) membership is desirable. Experience with any of the following types of operations is desirable: convention center, amphitheater or public assembly venue (e.g., concert promotion), baseball stadium, golf course, cemetery, parks, aquatics, adult recreation programs and sports, adaptive leisure programs, and youth and teen programs. Experience with capital improvement program and operations. Experience working with an oversight governance board.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, temporary agency workers, and professional associates in order to: direct, manage, and supervise subordinate staff; convey information; explain policies; answer questions; secure services; and respond to complaints. Instructs and trains subordinates, volunteers, interns, support groups/clubs, and the general public regarding facilities, City programs and services, policies and procedures, program planning and organizing, evaluations, supervision, and problem-solving. Prepares management reports, policies and procedures, correspondence, agreements, data analyses, directives, informational and justification reports in order to: inform, educate, justify, and explain actions to management, subordinate staff, and the general public.

Manual/Physical: Reviews the work product of others to ensure compliance with: standard operating procedures; federal regulations (Occupational Safety and Health Administration [OSHA], etc.); state regulations (pesticide and herbicide application, food and beverage regulations, sales and leasing contracts and other agreements, etc.); and other standards/guidelines (professional certifications, codes and City safety requirements). Inspects, monitors, and evaluates information and work-related conditions (staff work, reports, fiscal matters, program sites, special events) to determine compliance with prescribed operating and safety standards. Operates a City vehicle requiring a standard Arizona Driver's License to monitor facility sites and to attend meetings located away from the administrative offices.

Mental: Plans, organizes, and assists in the direction of the unit activities. Supervises and evaluates the work of subordinate operations, sales, administrative, and clerical personnel. Prioritizes and assigns work to subordinate personnel and prioritizes own work. Resolves procedural, operational, and work-related problems by assessing and prioritizing problems and work assignments, and by gathering facts for analyses to arrive at sound conclusions and recommendations. Coordinates unit work activities and program functions with other units, work groups, and City departments. Develops policies and procedures, and short-term objectives. Conducts research into a variety of administrative concerns and problems, and/or analyzes data in order to prepare viable recommendations for action. Performs mathematical calculations, statistical computations, financial, and cost analysis for monthly reporting, annual budget review, special reports for informational purposes, and program pricing calculations. Administers and monitors respective budgets. Develops and implements cost-effective operating, maintenance, and office procedures. Evaluates trends and needs for services, and recommends the implementation of new programs and services.

Knowledge and Abilities:

Knowledge of:

the functions of programs and services provided by parks, recreation, and commercial facilities municipal management, administrative and operational functions, policies, procedures, organizational structure, interdepartmental relationships, and budgetary practices;
the organizational, economic, and political issues as related to City government;
principles and practices of modern management, public administration, Park Operations and Maintenance, finance, and budgeting;
supervisory techniques and methods;
management research and evaluation techniques, methods, and procedures;
team building;
principles and practices of planning, organizing and marketing of conventions, amphitheater, and professional baseball stadium;
facilities and equipment needed for parks and recreation programming; and
methods, equipment and materials used in parks and grounds maintenance, including knowledge of landscaping and horticulture.

Ability to:

perform a broad range of supervisory responsibilities over subordinates;
provide excellent leadership;
being a good listener and communicator;
providing clear, consistent direction; utilizing a participatory management style;
encouraging teamwork;
taking a collaborative approach to solutions;
championing new ideas;
exhibiting honesty, integrity, and fairness;
valuing and using differences to make services better;
utilize creative business management strategies to address service and budget concerns;
evaluate operational activities and recommend and implement improvements;
structure competitive rate schedules;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;

present ideas concisely and effectively, both orally and in writing;
readily adjust to a variety of work assignments and procedural changes;
represent the PRCF Department Director at various meetings;
establish and maintain effective working relationships with political and City officials;
work cooperatively with the general public and other City departments and employees, demonstrating
accountability and dedication to excellence; and
listen well and communicate effectively with employees and citizens.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-O/A

SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-PAR

INCREMENTS 62-200

PAY GRADE: 58

SECURITY-No

CDL-No

IND-9410

SWORN-No