

PARKS, RECREATION AND COMMUNITY FACILITIES (PRCF) ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: A Parks, Recreation and Community Facilities (PRCF) Administrator is responsible for managing, directing, and coordinating the turn-key operations and maintenance activities of the assigned area. This class is also responsible for performing administrative work involved in overseeing the assigned unit and ensuring that facilities are maintained according to established standards; developing, monitoring, and implementing the goals and strategies identified in master/strategic plans related to assigned areas; administering and monitoring the budget and related expenditures; communicating and working with various staff members including management, third party vendors, Mesa residents, and representatives from other City departments on routine, controversial, and/or difficult contractual and other matters of public concern; coordinating and supervising various projects, administrative activities, and personnel; and developing and recommending operating standards, procedures, guidelines, rules, and regulations for the operation of the assigned unit. This class performs related duties as required.

Recreation Operations Assignment: Performs administrative work in the development, management, implementation and evaluation of a year-round recreation service program for all groups, ages, and interest levels. Manages the administrative functions of the recreation operations area to include development and oversight of comprehensive programming, development of the budget, recommending fees and expenditures, and supervising staff. Identifies opportunities for improving service delivery methods and procedures, determines resource needs and alternative funding mechanisms, fosters partnerships, and implements improvements. Represents the department on committees, community agency boards, and councils and establishes cooperative programming with other agencies and human service organizations. Develops long-range plans and strategies to obtain goals in the recreation operations area.

Park Planning and Operations Assignment: Performs administrative work in all phases of planning, development, construction, and operation of parks and recreational facilities. Work includes planning, organizing, and supervising the daily operation and maintenance of the facilities. Assists with the acquisition and development of parks and recreation facilities, including coordination and development of joint school use facilities. Provides technical assistance on proposed alterations or improvements to park facilities. Assists in project cost estimation. Reviews technical drawings and specifications for projects. Provides technical advice and guidance to City personnel on projects being completed in-house. Monitors work performed by contractors. Coordinates the design, construction, and maintenance of community recreation facilities including, parks, recreation facilities, and community school facilities.

Commercial Assignment: Performs administrative work in all phases of planning, development, construction, and operation of public use commercial facilities including but not limited to golf course, cemetery, convention center, amphitheater, and stadium facilities. Work includes planning, organizing, and supervising the daily operation and maintenance of the commercial facilities. Manages the administrative functions of the commercial facilities to include development and oversight of comprehensive programming, development of the budget, recommending fees and expenditures, and supervising staff. Identifies opportunities for improving service delivery methods and procedures, determines resource needs and alternative funding mechanisms, fosters partnerships, and implements improvements. Develops, implements, and monitors department contracts; coordinates with staff to

determine needs and scope prior to writing contracts; negotiates contract terms; coordinates periodic audits of contracts; maintains current copies of mandatory insurance for contractors; maintains a central electronic depository of all department contracts; writes contract amendments; and works with staff and contractors to ensure compliance with contract deliverables, milestones, and that contract requirements are being met. Responsible for communicating and working with various staff members including management, vendors, inspectors, contractors, and representatives from the City Attorney's Office to ensure that contracts and memos of understanding are completed and implemented properly.

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

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Park Administration, Recreation Management, Natural Resources Planning, Landscape Architecture, Business Administration, or a related field. Extensive (5+ years) of progressively responsible experience in parks operation, park planning, and/or recreation program management, including considerable (3 - 5 years) supervisory experience. Extensive (5+ years) municipal finance and budgeting experience based on assignment area.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience dealing with the public on programming issues and knowledge of parks planning and operations or recreational operations/programming.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

Communication: Communicates with other City employees, management, inspectors, contractors, architects, public officials, and the general public both orally and in writing for the purpose of gathering data for development projects and maintenance operations, contracts, IGAs, capital/infrastructure improvement plans, and budget development. Interacts with the public and participates at public meetings. Investigates and responds to complaints, questions, or requests from citizens, developers, and businesses. Prepares documents, reports, and plans using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

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, etc.); and other standards/guidelines (professional

certifications, codes, and City safety requirements). Inspects, monitors, and evaluates information, contracts, IGAs, and capital/infrastructure improvement plans at park facilities. Enters data or information into a personal computer (PC) to produce reports. Prepares capital/infrastructure improvement plan-related reports, studies, contracts, IGAs, and Master Plans. Operates a motor vehicle requiring a standard Arizona Driver's License to monitor facility sites and to attend meetings located away from the administrative offices. Attends meetings with staff and the public at various park sites and building locations throughout the City. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and coordinates the work within the assigned area. Prioritizes and assigns work to staff and prioritizes own work. Oversees and assists with managing the planning and development functions within the assigned areas including project planning, master planning, community engagement, coordination, and facilitating activities. Develops and maintains program and project planning and financial tracking systems to monitor the capital/infrastructure improvement project budget and ensure expenditures are within budget guidelines. Conducts research and analyzes data relating to the Master Plan, capital/infrastructure improvement plans, and facility needs through analyses of statistical and demographic information. Performs mathematical calculations, statistical computations, and financial and/or cost analyses. Assists with updates of the department's Commission on Accreditation of Parks and Recreation Agencies (CAPRA) self-assessment report and evidence, Parks and Recreation Strategic Plan(s), Parks and Recreation Comprehensive Plan, Park Master Plans, and the City's Comprehensive Plan. Comprehends and makes inferences from written material such as memos, letters, plans, specifications, and standards. Formulates, analyzes, and administers the Master Plan and capital/infrastructure improvement plans for the assigned area. Assists management in devising and implementing tracking systems in order to improve Master Plan tracking and capital/infrastructure improvement plan management. Prepares applications for grants associated with capital/infrastructure improvement plan funding. Manages and prepares the operating budget for assigned units. Coordinates unit work activities and program functions with other sections, work groups, and City departments. Operates a PC database management system to generate reports, sort information, and access data related to operations. Reads project plans and applies to field conditions. Develops and maintains maps depicting unit facilities. Organizes, conducts, and facilitates neighborhood community meetings regarding park design and development issues. Inspects park development projects to ensure workmanship meets specification standards and appropriate horticulture practices. Supervises, prioritizes, assigns, and evaluates the work of subordinate personnel.

Knowledge/Skills/Abilities (Vary by assignment)

Knowledge of:

principles and practices of public administration, municipal government, and parks and recreation services;

principles, practices, and objectives of capital/infrastructure improvement plans requirements;

principles, practices, and objectives of contract requirements;

principles, practices, and objectives of IGA requirements;

facility and landscaping design, maintenance practices, techniques, and standards;

horticulture practices, turf management, and arboriculture;

principles, practices, and methods of municipal finance budgeting and accounting;

principles of supervision and personnel management;

research techniques, methods, and procedures;

unit policies and procedures relating to parks administration;

group dynamics/human behavior and the effects of both on members of a group;
organizational development methodology, concepts, and practices;
computer software and related applications;
principles, practices, and methods of recreational operations/programming;
aquatic design, maintenance practices, techniques, and standards; and
principles and practices of strategic planning, park planning, and park development including design, standards, materials, and construction functions.

Skill in:

system design and development;
synthesizing complex information into clear and concise proposals and reports;
oral and written presentation, development, and delivery;
project management;
data analysis, summary, interpretation, and presentation; and
facilitation.

Ability to:

communicate clearly, concisely, and convincingly in front of small and large groups;
develop long-range plans to strategies to obtain goals in the recreation unit;
direct research and compilation of data necessary for park activities;
formulate long-range planning goals for parks;
work quickly and accurately under pressure to meet project deadlines;
interpret and apply City ordinances, rules, regulations, standards, and other guidelines;
analyze, interpret, and report research findings, and make recommendations;
prepare written and verbal reports of a technical nature;
prepare clear, concise, and accurate written documents and reports using proper business English, sentence structure, grammar, and punctuation;
coordinate work plans with internal and external customers and project stakeholders;
perform a broad range of supervisory responsibilities over a professional staff;
cooperate with management, City employees, citizen organizations, other governmental agencies, and the general public to achieve goals and complete projects;
resolve capital project development or maintenance issues of concern to any project stakeholder;
comprehend and make inferences from written material;
identify sound park construction workmanship and horticultural practices related to park development;
review the work products of others to ensure conformance to standards;
work independently on major projects; and
establish and maintain effective working relationships with subordinates, management, contractors, City officials, other professionals, coworkers, supervisor, and the general public.

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.

Revised to Update Commercial Assignment & Job Title 6/16

JM/vl/jh

CS5506.DOCX

EEO-O/A

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 56

IND-9410

SWORN-No