

## **PARKS, RECREATION AND COMMUNITY FACILITIES DEPARTMENT DIRECTOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Parks, Recreation and Community Facilities Department Director is responsible for leading, planning, organizing, maintaining, and directing the effective, efficient, and economic management of three areas of the Parks, Recreation and Community Facilities Department (Commercial Operations, Recreation Operations, Facilities Maintenance, Administration). The employee is the highest authority in the department and is responsible for developing and implementing policies and procedures related to development, implementation, administration, and management of comprehensive recreation and parks programs and services; the maintenance of municipal buildings, parks, basins, recreation centers, aquatic facilities, and the City's commercial facilities which includes: Convention Center and Amphitheatre, Hohokam Baseball Stadium, Fitch Park training complex, Dobson Ranch, Gene Autry Tennis Center, and the City Cemetery; operational and promotional activities designed to increase use of the City facilities; and serves as the primary City authority on matters pertaining to the department. Responsibilities include oversight preparation of the Parks, Recreation and Community Facilities Department budgets and monitoring of related expenditures; directing and evaluating the work of administrative subordinates; leading activities to generate increasing revenue; serving as an advisor to the public, City Manager, the City Council, and Parks Board on Parks, Recreation and Community Facilities Department activities and issues. Duties also include: establishing short- and long-range strategic plans; developing and implementing program goals and objectives; reviewing and evaluating operations and activities, including maintenance and capital improvements; selection, training, and evaluation of personnel; directing the implementation of policies and operating procedures to increase efficiency and effectiveness; directing sales and sponsorship development activities to promote the department; and establishing community partnerships to enhance delivery of services.

Leadership behaviors include leading by example; 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; and demonstrating accountability and dedication to excellence.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system; at-will position. The Parks, Recreation and Community Facilities Department Director is supervised by a Deputy City Manager, who reviews performance through meetings, 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.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or a closely related field. A minimum of seven years of progressively responsible managerial, supervisor, and administrative experience.

**Special Requirement.** Must possess a valid Class D 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 a related field is highly desirable. Experience with any of the following types of operations is desirable: convention center, amphitheater or public assembly venue, baseball stadium, golf course, cemetery, parks, aquatics, adult recreation programs and sports, adaptive leisure programs, and youth and teen programs. Certification as a Parks and Recreation Professional and an International Association of Venue Managers (IAVM), National Parks and Recreation Association (NPRA), and/or Arizona Parks and Recreation Association (APRA) membership is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, public officials, visitor bureaus, hotel officials, civic groups, professional associates, and colleagues in the field/profession in order to: direct, manage, and supervise subordinate staff and department operations; 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, financial summaries, 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. Makes oral presentations on policies and procedure to the City Council, staff, management, and public advisory boards.

**Manual/Physical:** Reviews the work product of others to ensure compliance with standard operation procedures, standards to maintain quality service levels, and department objectives. Inspects, monitors, and evaluates information and work-related conditions (staff work, reports, fiscal matters, program sites, special events) to determine compliance with prescribed operating, health, and safety standards. Establishes rate schedule for programs and facility rentals. Operates a City vehicle requiring a standard Class D Arizona Driver's License to monitor facility sites and to attend meetings located away from the administrative offices.

**Mental:** Plans, organizes, and directs the activities of the Parks, Recreation and Community Facilities Department. Supervises and evaluates the work of subordinate operations, sales, administrative, concessions, maintenance, and clerical personnel and department programs and events. 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 gathering facts for analyses to arrive at sound conclusions and recommendations. Coordinates division section work activities and program functions with other division sections, work groups, and City departments. Develops policies and procedures, short- and long-term objectives, and plans for facility and program development. Conducts research into a variety of administrative concerns and problems, and/or analyzes data to maintain division efficiency and effectiveness, responds to the citizens of Mesa, and provide direction toward the future. 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 the budget for the department.

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 community 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, finance, and budgeting; supervisory techniques and methods; the principles and practices of planning, organizing, and marketing of convention, amphitheater, and professional baseball stadiums; facilities and equipment needed for parks and recreation programming; methods, equipment, and materials used in parks and ground maintenance, including knowledge of landscaping and horticulture; management research and evaluation techniques, methods, and procedures; and team building.

Ability to:

perform a broad range of supervisory responsibilities over subordinates; provide excellent leadership; utilize creative business management strategies to address service and budget concerns; evaluate operational activities and recommend and implement improvements; 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; structure competitive rate schedules; work with commercial concert promoters and agents; represent the Parks, Recreation and Community Facilities Department at various meetings; establish and maintain effective working relationships with citizen advisory boards and City officials; work cooperatively with the general public and other City departments and employees; 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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JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E15

IND-9410

SWORN-No