

PARKS, RECREATION AND COMMUNITY FACILITIES (PRCF) DEPUTY DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: A Parks, Recreation and Community Facilities (PRCF) Deputy Director 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 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; serving as an advisor to the PRCF Department Director and Parks and Recreation Advisory Board on activities and issues related to department operations; performing in the role of department director in times of Director's absence; 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. Develops, implements, and monitors department contracts; coordinates with staff to determine needs and scope prior to writing contract; negotiates contract terms; writes contract amendments; and works with staff and contractors to ensure compliance with contract deliverables, milestones, and contract requirements related to area of assignment. This class performs related duties as required.

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, contract oversight, 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. Responsible for communicating and working with various staff members including management, vendors, community partners, inspectors, contractors, and representatives from other City departments to ensure contracts and memos of understanding are completed and implemented properly.

Facilities Maintenance Assignment: Performs administrative work in all phases of planning, development, construction, and operations of municipal buildings, facilities, grounds, mechanical systems, central controls, and equipment. Work includes planning, organizing, and supervising the daily operation and maintenance of the facilities. Duties also include overall responsibility for project management, space planning, preventative maintenance, establishing maintenance priorities, developing short- and long-term planning, managing the City's central plant and district cooling utility, and working cooperatively with the City's energy conservation program. Provides technical assistance on proposed acquisitions, alterations, or improvements to City facilities. Assists in project cost estimation. Reviews technical drawings and specifications for projects and provides technical advice and guidance to City personnel on projects being completed in-house. Monitors work performed by contractors.

Park Planning and Operations Assignment: Performs administrative work in all phases of planning, development, construction, and operation of parks and facilities. Work includes planning, organizing, and supervising the daily operation and maintenance of parks and aquatics facilities. Assists with the acquisition and development of parks and facilities, including coordination and development of joint school use facilities. Provides technical assistance on proposed alterations or improvements to PRCF 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 facilities including, parks, recreation facilities, other City facilities, and community school facilities. This position is a liaison to the Department of Homeland Security which includes serving as a Preparer of facility reports and security programs, serving as the Assistant Site Security Officer for all designated facilities, and acting as the Facilitator for the Alternate Security Program for all designated facilities.

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 develops and oversees service contracts 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.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is supervised by the PRCF Department 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 Public or Business Administration, Recreation Management, Natural Resources Planning, Landscape Architecture, Engineering, or a related field. Considerable (3 - 5 years) supervisory experience.

Facilities Maintenance Assignment: Extensive (5+ years) progressively responsible management and administrative experience planning, organizing, and directing multi-facility building systems maintenance and maintenance operations in a municipal or enterprise operation.

Commercial Assignment: Extensive (5+ years) progressively responsible management and administrative experience planning, organizing, and directing operations of multiple large public assembly facilities in a municipal, recreation, or enterprise operation.

Park Planning and Operations Assignment: Extensive (5+ years) progressively responsible management and administrative experience planning, organizing, and directing the daily operations, maintenance, and improvement projects of multiple parks and facilities in a municipal, recreation, or enterprise operation.

Recreation Operations Assignment: Extensive (5+ years) progressively responsible management and administrative experience planning, organizing, and directing multiple year-round recreation service programs in a municipal, recreation, or enterprise operation.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Due to the required access to all City buildings for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa to allow unescorted access to Police facilities (***Facilities Maintenance assignment***).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Public or Business Administration, Engineering, or a related field. Experience dealing with the public on programming issues and knowledge of parks planning and operations, recreational operations/programming, and building technology (methods and materials, vocational trades, and/or related facilities maintenance areas is desirable). Registration as a Professional Engineer (Civil, Mechanical, or Electrical) is also desirable (***Facilities Maintenance assignment***). Municipal finance and budgeting experience is preferred.

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, Intergovernmental Agreements (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. 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 motor vehicle requiring a standard Class D 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, Strategic Plan(s), Comprehensive Plan, 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. Conducts research into a variety of administrative concerns and problems and/or analyzes data in order to prepare viable recommendations for action. 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 design and development issues. Inspects development projects to ensure workmanship meets specification standards and appropriate 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;
occupational hazards and safety precautions of building maintenance trades;
building and safety codes;
energy conservation methods and procedures;
central plan and district colling master plan and utility;
procedures, equipment, tools, and materials used in the construction, maintenance, modification, and repair of buildings, facilities, equipment, and associate building plans and specifications;
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;
direct research and compilation of data necessary for activities;
formulate long-range planning goals;
utilize a participatory management style;
encourage teamwork;
take a collaborative approach to solutions;
champion new ideas;
utilize creative business management strategies to address service and budget concerns;
evaluate operational activities and recommend and implement improvements;
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.

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INCREMENTS 44-200

PAY GRADE: 60

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