



DIVISION DIRECTOR OF PARKS OPERATIONS

DEPARTMENT: RECREATION & CULTURAL ARTS

Grade 47

CHARACTERISTICS OF THE CLASS:

Under the supervision of the Recreation & Cultural Arts Director; assists in administering and coordinating work within the Parks Division. This is a professional, supervisory, administrative, and management position. Under general supervision, the incumbent plans, organizes, supervises, and directs the construction, operation, and maintenance of recreational equipment and facilities, and the supervision of Parks Division personnel. Work is reviewed through results obtained for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Implements departmental operating policies and procedures; assists in establishing program goals, objectives and strategies and in evaluation of operational effectiveness.
2. Plans, develops, directs, and coordinates maintenance programs in the parks.
3. Assists in preparing departmental payroll and budget; controls expenditures and authorizes purchases; evaluates needs and recommends staffing levels, materials equipment, and capital improvements to Director; oversees requisitioning of equipment, supplies and material.
4. Plans, assigns, supervises and evaluates the work of subordinates; oversees the hiring of new employees; conducts interviews; trains and develops staff.
5. Attends staff meetings, community boards meetings and other events; maintains correspondence with various City departments, businesses and civic organizations.
6. Oversees maintenance and repair of all recreational facilities and equipment.
7. Prepares reports, memorandums, schedules, brochures, and grants.

NOTE:

The examples of essential functions as listed in this classification specification are not necessary descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Minimum two-year degree in Parks & Recreation, Leisure Services, Park Administration, Agronomy, Horticulture or a closely related field is required; supplemented Eight (8) years of progressively responsible experience in grounds maintenance of parks, golf courses, athletic fields and recreational facilities, four (4) years which must have been at a supervisory level; or an equivalent combination of training and experience. Possession of valid State of Florida Driver's License.

B. Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of community leisure services administration.

Knowledge of public facility management from the developmental stage to operational.

Knowledge of safety practices and procedures as applied to athletic programs.

Knowledge of a wide range of recreational and athletic activities and related facilities and equipment.

Knowledge of budgetary development and administration.

Ability to plan, assign and supervise the work of subordinates.

Ability to establish and maintain effective relationships with employees and the general public.

Ability to communicate effectively, orally and in writing.

C. Physical Requirements: 1

D. Environmental Requirements: 3

E. Sensory Requirements: 2,4,6,8,9