



DIRECTOR - PARKS & RECREATION

Department: Parks and Recreation
Job Class #: 056000
Pay Range: Executive 12

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

Has full responsibility for the direction and administration of the department's parks, recreation and business operations; including the development and implementation of new programs as well as the effective management of existing programs; serves as department's key spokesman in legislative and public affairs. Work is performed with wide latitude for independent judgment and action and is reviewed by an administrative superior for the effective management of the department through conferences, reports and the success of programs and services.

ESSENTIAL FUNCTIONS

- Upon necessary approval by the governing officials, establishes and implements agency (departmental) management policies and procedures involving all division operations; updates procedures and existing guidelines as necessary to meet changing conditions or goals.
- Reviews, analyzes and prepares, with the assistance of the business manager, the agency budget in final form for submission to the governing authority for approval; assumes full responsibility for complete adherence to the monies allocated to the agency.
- Develops and maintains open and effective communication with division heads and other high level personnel and insures proper development of intra-division communication and functional coordination.
- Provides effective leadership and direction in the administration of the entire agency including the Community Relations and Public Information Office.
- Directs the formulation and routine updating of the agency' goals and objectives consistent with the mission of the agency.
- Develops and maintains an effective liaison with other local government executives, officials and the public at large; as required, represents the agency before local government bodies and community organizations.
- Reviews regular and special reports by the division heads and directs the preparation of summaries of consolidated reports.
- Renders necessary technical and other advice to the agency staff and supervises and evaluates the work of the division heads.
- Interprets to the public the philosophy and objectives of public parks, recreation and leisure services and those of the agency.
- Periodically directs the review and evaluation of the overall operations.
- Establishes and implements departmental management policies and procedures.
- Directs the formulation of departmental plans and objectives as well as reviews progress toward achieving them.
- Provides effective leadership and direction in the administration of the entire department's operations.
- Directs preparation of annual departmental budget and capital projects budgets.
- Exercises proper financial control over budgetary expenditures as well as assumes responsibility for appropriateness of expenditures.

DIRECTOR OF PARKS AND RECREATION

Classification Description - Pierce County

Page 2

OTHER JOB FUNCTIONS

Performs other job functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of modern management practices relating to the parks, recreation and leisure field.
- Extensive knowledge of the philosophy and principles of public parks and recreation services.
- Ability to carry out the policy directives of the governing authority in an effective and timely manner.
- Ability to present ideas and recommendations in concise manner, both orally and in writing.
- Ability to exercise mature and good judgment in evaluating and rendering decision in pressure-type situations.
- Ability to establish and maintain a harmonious working relationship with employees and with the general public.
- Ability to effectively direct, guide, monitor and evaluate the work of subordinates.
- Ability to effectively interpret and justify operating and capital budget proposals to the governing body and to the public.
- Considerable knowledge of management principles and practice, including management of people and funds.
- Ability in accounting, computer services and fiscal management as it relates to the administration of the Parks & Recreation Department.
- Considerable knowledge of methods and procedures involved in budget preparation, justification and control.
- Ability to direct the development and implementation of administrative procedures and to evaluate their efficiency and effectiveness.
- Ability to address large groups of people and to speak effectively on departmental issues.
- Ability to effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Bachelor's degree in recreation and/or park administration or related field and six-year of directly related supervisory related experience OR any equivalent combination of experience/education which would clearly indicate the ability to perform the duties of the position. Master's degree preferred.