

ASSISTANT DIRECTOR OF PARKS & RECREATION**SUMMARY:**

Under general direction, assists the Director of Parks & Recreation in carrying out the goals and objectives of the Department of Parks and Recreation including the promotion and implementation of diverse recreational and cultural opportunities for youth, teens, adults, seniors and families, enhancing the quality of life for all residents and visitors to the City; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Authors state and local grant applications, pursues other sources of revenue. Coordinates special meetings, events and programs for same.
2. Arranges meetings with community groups to discuss issues. Coordinates meetings for parks and facilities design for renovations and new construction.
3. Prepares division budget and assists in preparation of department budget. Monitors and approves expenditures and revenues. Advises staff on budget matters and adjusts budget as necessary.
4. Identifies opportunities for improvement of services and implements changes to standard operating procedures to enhance services.
5. Oversees and participates in selection, training and evaluation of division personnel.
6. Supervises the activities of assigned staff, prepares and conducts evaluations, schedules employees.
7. Provides guidance to maintenance personnel as to priorities for work to be completed.
8. Assists in the investigation and response to community inquiries and complaints.
9. Assists staff and patrons with supervisory and programming practices relative to problem solving, and customer service, programs, facilities, parks and MRT's.
10. Designs a variety of publications using Desktop Publishing and assists marketing personnel by proofreading printed items to ensure quality. Collaborate with design and marketing professional o produce department brochure, update website, work closely with Director of Communications to promote program, events, and to celebrate the department's successes.
11. Assists in facility preparation for events, observes parks for maintenance and safety problem identification, shops for program and event supplies.
12. Collaborate with non-profit, for profit, and corporations to partner in order to meet the strategic initiatives for the City.
13. Oversees the efforts of the department's Volunteer Services Program.
14. Attends administrative meetings when the Director is unavailable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern principles and practices of recreation program planning and execution, as well as facility maintenance.
- Knowledge of recreation activities for children, adolescents, adults, seniors, community diversity and/or special patrons (based on assignment).
- Knowledge of the theory, principles, practices and methods used in parks and grounds maintenance.
- Knowledge of turf management (based on assignment).
- Knowledge and skill of computer software programs including word processing, desk publishing, fiscal management, and presentation.
- Knowledge of recreation and facility management principles, standards and administration.
- Skills in planning, organizing, assigning and coordinating the activities of professional and technical staff.
- Skills in preparing grants, budgets and monitoring contracts.
- Skills in conflict resolution and identifying solutions and recommendations.
- Ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial and technical issues.

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- Ability to work cooperatively with other City employees and the general public including groups of all ages and socio-economic backgrounds.
- Ability to work flexible hours including evenings and weekends.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment and may also require some outdoor activities. There may be occasional need for light to moderate lifting. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Recreation, Leisure Management or a closely related field, and five (5) years of experience in a recreation or leisure environment, or any equivalent combination of training and experience. Three (3) years of supervisory experience, required. Certified Parks and Recreation Professional (CPRP designation), highly desirable.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.