

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

Under general direction, plans, manages, and directs the operations and services of the Parks and Recreation Department; promotes diverse recreational and cultural opportunities for youth, teens, adults, seniors, and families to enhance the quality of life for residents and visitors to the City. Directs the operations and planning of parks and maintenance to ensure clean green and quality parks for all; 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. Provides comprehensive management of the Parks and Recreation Department including all aspects of personnel supervision, management, training and evaluation, organizational trouble shooting and conflict resolution.
2. Directs facilities management and maintenance, budget and finance control, purchasing, patron, community, and other Division management and elected official relations; planning and organizational development, management, and control.
3. Authors Federal, state and local grants applications and pursue other sources of revenue.
4. Develops and monitors the comprehensive fiscal and capital improvement plan.
5. Monitors management staff and coaches, as needed, in the development, implementation and monitoring of long term departmental plans, goals, and objectives focused on achieving the City mission and the City Commission's priorities.
6. Investigates, resolves, and responds to sensitive and complex community and organization inquiries and complaints.
7. Manages and coordinates development of the department budget. Monitors and approves expenditures. Advises staff on budget matters and adjusts budget as necessary.
8. Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships.
9. Identifies opportunities for improvement of services and implements changes to standard operating procedures to enhance services.
10. Oversees the selection, training, and evaluation programs for Department personnel.
11. Identifies and resolves staff differences, conflicts and deficiencies.
12. Oversees the operations of the department to assure all work flows in the department and is prioritized appropriately.
13. Supervises the activities of assigned staff. Writes and conducts evaluations.
14. Assigns work and monitors its progress. Guides and develops employees in the accomplishment of their duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general management and practices to include budgeting, policy and procedure development, and personnel management and supervision.
- Knowledge of modern principles and practices of recreation program planning and execution and facility maintenance.
- Knowledge of recreation activities for children, adolescents, adults, senior citizens, community diversity and/or special patrons.
- Knowledge of principles, practices, and methods of short and long range planning.
- Knowledge of the organization and functions of elected officials, appointed boards and commissions.
- Skill in planning, organizing, assigning, and coordinating the activities of professional and technical staff.
- Skill in analyzing and evaluating information.
- Skill in dealing constructively with conflict.
- Skill in delegating effectively, planning, organizing and controlling.

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- Skill in motivating and effectively leading other employees.
- Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Skill in the use of various office machines to include phone, fax copiers, computers, and calculators.
- Skills in applying appropriate public relations techniques as situations warrant.
- Skill in researching, evaluating, and using new methods and techniques for operational improvements.
- Skill in responding with tact, composure and courtesy when dealing with individuals who may be experiencing significant stress.
- Ability to work cooperatively with other employees, elected officials, community leaders and the general public including groups of all ages and socio-economic backgrounds.
- Ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial, and technical issues.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves detailed concentration for long periods of time in a modified office environment. There may be occasional need for light lifting. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. 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.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Recreation or Leisure Management or closely related field, and seven (7) years experience in a recreation and/or leisure environment including five (5) years of supervisory experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.