

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Asst. Dir. of Parks & Recreation</u>
Sch & Grade	<u>PAT-14</u>
Class Code	<u>AB06</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Parks & Recreation</u>

PRIMARY PURPOSE:

Serves in one of major program areas, with responsibility for the total supervisory operation and management of the City/County parks and recreation system. Plans, organizes, directs, controls and evaluates policies, procedures and guidelines as established by the City Council, County Commission, Springfield/Greene County Park Board, and the Director of Parks & Recreation for the overall administration of quality leisure service activities, facilities, and services.

SUPERVISION:

Under the general supervision of the Director of Parks & Recreation.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as one of four principal assistants to the Director including overseeing, directing, and coordinating the development and execution of department functions including: 1.) Capital Development & Parks General Services, 2.) Administration & Security Services, 3.) Recreation Services & Facilities Management and 4.) Zoo & Conservation Initiatives. Assistant Directors may be subject to assignment rotation as deemed appropriate by Director.
2. Advises the Director regarding programs, projects, and activities including making recommendations, formulating, and implementing department policy.
3. Supervises professional, technical, and clerical employees engaged in the development and execution of department activities and assignments.
4. Responsible for the organization and assignment of programs to the appropriate division supervisory staff, and provides necessary coordination and supervision.
5. Oversees the successful completion of all assigned projects in accordance with overall guidelines as established by the Director.
6. Responsible for both short and medium-range planning involving assigned divisions and programs of the department.
7. Assists the Director in the preparation and administration of the annual departmental budget.
8. Develops, implements, and maintains appropriate budgeting, purchasing, cost accounting, and management procedures as may be required for proper control and reporting.
9. Serves as Director of Parks & Recreation in the absence of the Director; works collectively, as a team, with other Assistant Directors to achieve departmental goals.
10. Meets with various civic organizations and other groups to discuss park projects and to promote interest in park development.
11. Attends policy meetings, conferences, and other meetings as directed by the Director of Parks & Recreation.
12. Can be delegated the responsibility and held accountable to the Director for any and all functional areas of the department; has requisite authority necessary for same.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops, and other training for professional development.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, objectives, and practices of public recreation administration and the philosophy of public recreation; supervisory techniques; principles and current methods regarding business, public administration, accounting, budget, and fiscal management; financial information systems; computer software applications such as word processing, spreadsheet, and database.

Abilities

Effectively oversee and assist the administration of the Springfield-Greene County Park Board; utilize sound independent judgment and make responsible decisions and recommendations; analyze and evaluate program and facility operations; establish and communicate clear goals and objectives; prepare and present reports, speeches, programs, etc.; analyze situations and problems with a results oriented focus, resolve conflict effectively; identify and evaluate solutions, and effectively implement determined action; approach problem-solving creatively and with a team orientation communicate effectively both verbally and in writing; deal effectively and courteously with associates, outside agencies, and the general public; follow oral and written instructions; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out mission statements and quality management philosophies of the Springfield-Greene County Park Board and City of Springfield; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Parks, Recreation, Business, Public Administration, Marketing, Architecture, Engineering, Facilities Management, Zoology, Conservation Management (depending on assignment) or related field plus at least four years of responsible work experience at a comparable supervisory level in the parks and recreation field. A Master's Degree and/or continued/specialized education in the Parks & Recreation field are preferred.

Physical Requirements

Performs bending and reaching to both ground level and overhead; holds and grips objects; must be able to observe leisure programs for evaluation purposes and to identify facility and operational concerns.

Working Environment

Primarily indoors with heating and cooling regulated; susceptible to extreme weather conditions when traveling to projects, activities, and facilities or attending outdoor recreation events.

Licensing/Certification

Certified Park and Recreation Professional (CPRP) or other related licenses/certifications as deemed necessary.

Miscellaneous Requirements

Attends evening and weekend meetings, special events, programs, etc. as required. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Motor Vehicle Operator's License.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Update Abilities	Date: June 10, 1996

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____