

<b>Position Code: 5540</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform difficult professional and administrative work in the parks and recreation field and to assist the Director with the management of the Department of Parks, Recreation and Tourism. The class is responsible for staff supervision, policy and procedures, public relations, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects, reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Assists the Director in managing the operations and direction for the department within the context of strategic goals and objectives.
- Assists in the development and update of a comprehensive Parks and Recreation master plan.
- Assists the Director in the administrative, fiscal and other personnel matters of the department.
- Assists the Director in developing and maintaining policies and regulations pertaining to parks and recreation; ensures compliance with all local, state and federal regulations and laws governing department activities.
- Assists the Director in organizing and directing through subordinates comprehensive athletic, social and arts recreational programs for all age groups of the community.
- Assists in developing public, private partnerships to support program and facility needs.
- Develops and oversees the implementation of long-range goals and strategies addressing the need for recreation facilities, and plans for the establishment of the facilities.
- Assists the Director in evaluating and improving existing programs and services, and in initiating new services as required to meet customer needs.
- Prepares and helps administer operational budgets; forecasts department revenues and expenses; and oversees multiple funds including capital improvement project funds. Assists in identifying and accessing resources, using knowledge of finance and procurement procedures and regulations, to improve overall service delivery effectiveness.
- Assists in coordinating department activities and use of facilities with other City, public and private agencies and groups.
- Attends public meetings (boards, commissions, City Council, neighborhood groups, etc.) and professional conferences as a representative of the department. Identifies and responds to community concerns consistent with established policies.
- Assists the Director in administering and overseeing service contracts, use/management agreements, and other similar documents pertinent to the operation of a municipal park and recreation system.
- Prepares business planning reports, memoranda and correspondence on departmental policies and activities.
- Cultivates and manages relationships with community stakeholders to facilitate effective community relations, marketing and public participation in department activities.
- Acts in the absence of the Director.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations. Uses principles, practices and methods of administration including business plan development.
-------------------------	--

<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. Establishes and maintains effective working relationships with other City employees, citizen groups and the general public.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; uses development and project management skills. Uses knowledge of environmental regulations related to public lands, urban preserves, and recreational facilities.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, computes discounts and interest rates, and or computes ratios, rates, and percents.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of an administrative or legal nature and formulates recommendations on the basis of such analysis; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices. Selects, develops and evaluates staff to accomplish departmental objectives.

#### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in recreation and park administration or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

#### **AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*