

<b>Position Code: 5550</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 supervise staff and oversee the City’s Parks, Recreation & Tourism Department. The class is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing parks and recreation activities and events, preparing budgets, evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

**TYPICAL TASKS**

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Manages the operations and direction for the department within the context of strategic goals and objectives.
- Develops goals, objectives, policy and procedures for parks and recreation management and improvements, in consultation with elected or appointed officials, senior management, department heads, and department staff, to ensure facilities and activities are responsive to citizen’s recreational needs; ensures policies and procedures are promulgated to all levels and evaluates to ensure compliance and identify deficiencies.
- Monitors and researches trends, new methodology, laws, rules, and City policy to develop, add to, or improve parks and recreation facilities, activities, and management processes.
- Evaluates and improves existing programs and services, and in initiating new services as required to meet customer needs.
- Directs parks and recreation management activities including research, developing long range and master plans, formulating new programs or services, reviewing schedules, overseeing major events, processes, and programs, resolving personnel issues, addressing public complaints, and other management activities.
- Prepares 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.
- Administers and oversees service contracts, use/management agreements, and other similar documents pertinent to the operation of a municipal park and recreation system.
- Advises and consult with elected and appointed officials, department heads, staff agencies, individuals, and others on parks and recreation problems, policies, and procedures; intervenes in sensitive matters or pervasive problems to achieve resolution and long term solutions.
- 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.
- Represents the City on boards or committees involved in parks and recreation planning, management, or other issues; participates in interagency or other meetings or conferences; makes parks and recreation presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups.
- Oversees administrative matters such as developing and defending department budgets, administering expenditures, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- 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.
- 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.
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<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 mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.
<b>Language Requirements</b>	Reads professional 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 the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in recreation and leisure services, public administration, or a closely related field. Master's degree preferred.
<b>Experience</b>	In addition to satisfying the vocational/educational 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 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.*