

Job Class Code: 5260	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide administrative direction over area of responsibility. The class is responsible for staff supervision, planning and directing the staff in the municipal parks, sports facilities, municipal and park grounds, and special events within municipal parks, policy, budgets, training, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Trains, supervises staff, including selecting or recommending selection, scheduling and evaluating/inspecting work, counseling, disciplining, and terminating or recommending termination of staff...
- Manages the municipal and park grounds maintenance, municipal housekeeping, and the municipal park system, to include developing service and maintenance standards.
- Resolves complaints, issues, and conflicts with personnel, the general public, and volunteer organizations.
- Plans and organizes activities/projects for area of responsibility; ensures compliance of same with local, state, and federal regulations and laws.
- Develops and prepares annual operating and capital improvement budgets; oversees and approves expenditures; prepares financial forms and reports. Provides input in the development of the park master plan.
- Plans, implements, and monitors facility improvements. Ensures security exists at all park facilities.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Develops and implements policy and procedures for area of responsibility; interprets and enforces same.
- Develop a strategic plan for delivery of services.
- Develops and implements policy and procedures, performance measures, and standards for area of responsibility; ensures compliance with same by staff.
- Coordinates service needs and requests with internal and external customers and evaluates responsiveness of staff to service standards.
- Maintains documentation system for assigned area; processes daily paperwork including reports, correspondence, memos, requisitions, and personnel information.
- Attends or conducts staff, Board, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, managerial, and maintenance practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in leisure services management, horticulture, business administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of full-time equivalent management experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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.