



Title: Deputy Director - Parks, Recreation and Community Facilities

FLSA STATUS: Exempt from overtime under the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Parks, Recreation and Community Facilities Director.
Exercises direct supervision of professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field with major course work in management, sports management, maintenance operations, turf or agronomy management. Other combinations of experience and education that meet the requirements may be substituted.
- **Experience:** Requires minimum of seven years increasingly responsible professional experience in facilities operations, including at least two years of supervisory responsibility. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Five years minimum of previous supervisory experience is preferred.
- Membership in the Arizona Parks and Recreation Association is preferred.
- Membership in the National Recreation and Parks Association is preferred.
- Certified Parks and Recreation Professional preferred.
- Certification as Sports Field Manager preferred.

JOB SUMMARY

The purpose of this position is to oversee and manage major functional areas of the Parks, Recreation and Community Facilities Department related to neighborhood and community parks, trails and open space, rights of way, park rangers, recreation programs, libraries and sports complexes and stadiums. Provides direction to the administration, planning, operations, and maintenance of Sports Complexes, Stadiums, neighborhood parks and regional community parks and all associated facilities. Manages daily operations of numerous divisions as outlined; prepares and manages the budget; provides oversight, guidance and supervision; represents all major program areas of the department in liaison activities; coordinates special projects across



City of Peoria

HUMAN RESOURCES

divisions and departments; provides significant input for parks and stadium design and master planning; attends a wide variety of meetings, conferences and training sessions; serves on committees; acts in the absence of the Director.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Demonstrates continuous efforts to improve operations, streamline work processes, and work cooperatively and jointly to provide quality and seamless customer services.
3	Develops and interprets policy and provides staff direction on implementation of policies and procedures; ensures policy and procedure compliance; recommends changes and adjustments; establishes goals and objectives for the assigned functional areas of the Parks, Recreation and Community Facilities Department.
4	Prepares and administers the annual budget for assigned functional areas; prepares and reviews proposals for capital improvement projects for operational impacts; administers the annual budget for capital enhancement projects. Oversees and directs budget and research for reporting to Director, City Commissions, City Council and Major League Baseball team partners and stakeholders.
5	Fosters external customer relationships. Develops strategic partnerships with key contacts, community representatives, stakeholders and businesses, Major League Baseball partners; determines best practices for operations and contract management. Represents the City at community and outside organization functions. Promotes Peoria tourism through overseeing grants, marketing and professional contacts.
6	Completes planning activities. Establishes policies and procedures;



	identifies needs and resources; plans long range and strategic objectives; works closely with other departments, such as Engineering and Economic Development.
7	Assumes leadership role in developing and maintaining intergovernmental and regional relationships with various agencies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”						
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.						
Office		Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	X	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	X

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, calculator, smart phone, vehicle, maintenance equipment and related software.

PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear, hard hat.