



Title:
Parks, Recreation and Community Facilities Director

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

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Deputy City Manager
Exercises direct supervision over a staff of professional, technical, and administrative employees

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Public Administration, Recreation, Parks Administration, or a related field. Other combinations of experience and education that meet the requirements may be substituted.
- **Experience:** Minimum of seven (7) years progressively responsible managerial, supervisory and administrative experience within Parks, Recreation and Community Facilities. Requires broad knowledge of complex 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
- Professional registration in the National Recreation and Park Association or an affiliated state association comparable to the Arizona Parks and Recreation Association.
- CPRE or CPRP Certification.

JOB SUMMARY

The purpose of this position is to direct the activities of the Parks, Recreation and Community Facilities Department, which include parks, sports facilities, recreation activities, library and administrative functions. This is accomplished by managing performance objectives, establishing policies and procedures, scheduling and assigning tasks, administering the budget, and responding to requests and inquiries. Other duties include working with departments, management, boards and commissions and elected officials.



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	Directs the activities of the division by scheduling and assigning tasks and projects, establishing policies and procedures, managing capital development, and overseeing major functions.
2	Prepares and administers the annual budget by forecasting revenues and expenditures, presenting proposals for approval, managing capital and operating expenditures, authorizing payments and monitoring expenditures for recommended adjustments.
3	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, participating in the hiring process, recommending changes and adjustments, monitoring staff performance and development, and overseeing the marketing and community relations of parks, recreation and library programming, including department websites, social media, and printed communications.
4	Participates in community land-use, development, and site-planning efforts. Completes long term and strategic plans by overseeing development and implementation of master plans, coordinating citizen groups, proposing future needs and development, and overseeing design and development of community facilities and amenities.
5	Works with outside agencies and citizens by attending and participating in meetings and on committees.



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.		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	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
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.	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

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copiers and related software, calculator, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.