



Title: Parks & Community Facilities Manager

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

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Parks, Recreation & Community Facilities Deputy Director and Parks, Recreation & Community Facilities Director.
Exercises direct supervision over full and part-time employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures. Requires previous supervisory experience.
- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Membership in the National Recreation and Parks Association is preferred.
- Certified Parks and Recreation Professional preferred.
- Certification as Sports Field Manager is preferred.

JOB SUMMARY

The purpose of this position is to oversee community and neighborhood parks divisions, rights-of-ways, trails and open space divisions, stadium grounds and facilities maintenance activities within the Parks, Recreation & Community Facilities Department; oversee capital improvements and replacement programs; provides direction, vision, and planning for growth-related impacts that effect parks and community facilities, land, open spaces, trails, right of ways, and parks; and continuous process improvement for the Parks & Community Facilities divisions. Plans capital improvements; develops estimates for capital and ongoing costs; oversees operations, oversees facility maintenance activities; oversees right-of-way contracts; analyzes reports; evaluates and manages customer service issues; oversees enforcement of rules and regulations, trail development and maintenance, natural resource and open space management; participates on committees; negotiates issues; develops security measures; completes related projects.



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	Manages the Parks & Community Facilities divisions, including neighborhood parks, community parks, trails, open space and right-of-ways, stadium grounds and facilities maintenance operations. Organizes and assigns tasks and projects; handles customer service contacts and follow-up; develops and oversees budgets; develops ordinances and policies; analyzes data; and modifies processes for continuous improvement.
3	Prepares, administers and monitors the annual budget, revenue, expenditures and all policy and procedures for the Parks & Community Facilities divisions. Develops and administers program budgets; researches, develops and presents to the Parks Recreation & Community Facilities Board policies relating to operations, capital projects and budget.
4	Works with outside agencies and businesses to develop and manage partnerships. Develops, manages and administers contracts, IGAs and agreements with state agencies, school districts, vendors and contractors; serves as City representative on community boards and not-for-profit organizations; develops and manages short- and long-term goals and strategic plans; develops and manages relationships with community partners, vendors, and contractors; represents the City at community and outside organization functions. Manages, implements, maintains and evaluates quality parks and community facilities for citizens. Handles and resolves complex or sensitive customer issues. Develops and manages department policies and procedures.
5	Assists with planning and preparation of the department's Capital Improvement Program. Conducts development reviews for department, as it relates to the relationship with Parks, Recreation & Community Facilities Department programs and facilities, in relationship to the department's master plan.



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, laptop, scanners, copier, calculator, telephone, maintenance equipment and vehicles and related software.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, eyewear, hard hat and safety vest.