

City of Fort Worth, Texas Job Description

Classification Title	Assistant Park and Recreation Director		
Job Code:	AD1101	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	06/25/15
FLSA Status	Exempt	Date Revised:	10/01/16

GENERAL SUMMARY

Assists in the planning, directing, and managing of activities and operations of the Park and Recreation department, including direct management of assigned divisions; coordinates assigned activities with other divisions, schools, organizations, governmental entities and tournament groups; and provides complex administrative support to the Park and Recreation Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in the management, development, and implementation of departmental goals, objectives, and policies.
4. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of services offered by the department; and allocates resources accordingly.
5. Develops and oversees the marketing and promotional activities, community interest and support of assigned recreational, educational, golf course and/or social services programs.
6. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and direct and implements changes.

7. Manages park operations and grounds maintenance contract services for assigned park sites; manages golf shop, grounds maintenance and community center operations; and reviews, develops, and recommends user fee charges for various usage and programs.
8. Manages a social services program; develops a State mandated community action plan and service delivery plan for grant programs; reviews, develops, and implements procedures to administer various associated programs.
9. Participates in the development and administration of the department's general fund and grant budgets; monitors a variety of grant funded and revenue programs; and directs all related procurement and inventory systems.
10. Provides staff assistance to the Director of Park and Recreation; participates on a variety of boards, commissions and committees; and prepares and present staff reports and other necessary correspondence.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations of comprehensive park and recreation activities, golf maintenance operations program and social services programs.
 - Contract and grant negotiations, development, and management.
 - Principles and practices of program development and administration.
 - Principles and practices of municipal budget preparation and administration.
 - Principles of personnel supervision, training and performance evaluation.
 - Principles of marketing and promotional practices for a large revenue generating entity.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving and decision making.
 - Interpersonal relations.
 - Problem solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze and assess programs and grants, policies and operational needs and make appropriate adjustments.

- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and manage the work of subordinate employees.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer budget for division.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in recreational science, physical education, horticulture, public or business administration, social services, or a related field and six years of increasingly responsible experience in park and recreation and/or golf shop and maintenance operations including three years of marketing, administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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 Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.