

City of Fort Worth, Texas Job Description

Classification Title	Park and Recreation Director		
Job Code:	DH1121	Job Family:	Department Head
Pay Grade	309	Date Reviewed:	09/03/15
FLSA Status	Exempt	Date Revised:	10/01/16

GENERAL SUMMARY

Plans, directs and manages the activities and operations of the Park and Recreation Department. Coordinates activities with other departments as well as with schools, organizations, governmental entities and tournament groups. Provides highly responsible and complex administrative support to an Assistant City Manager.

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 Park and Recreation 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. Directs the development and implementation of departmental goals, objectives, and policies.
4. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of services offered by the department; and allocates resources accordingly.
5. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
6. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
7. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and provides staff support to assigned boards and commissions.

8. Performs other related duties as required.
9. 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.
10. 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 eight years of increasingly responsible experience in parks and recreation services, including four 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.