

# ASSISTANT DIRECTOR OF PARKS AND RECREATION

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Position Code: 2119

WC Code: 9102

FLSA Status: Exempt

Pay Grade: 359

Location: Parks and Recreation

Approval Date: 2023

## **General Statement of Duties**

Performs high-level supervisory duties managing staff and daily operations of the Recreation, Athletics and Buildings & Grounds Divisions of the Parks & Recreation Department. Coordinates assigned activities with other Town departments, divisions, outside agencies and the public; prepares division budgets in compliance with rules and regulations of the Town, and supervises department financial matters; provides highly responsible and complex staff assistance to the Director of Parks & Recreation. Serves as Director of Parks and Recreation in the absence of the Director.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of administrative and professional duties supervising the divisions of Recreation, Athletics and Buildings & Grounds within the Parks and Recreation Department. The employee manages staff, develops and implements long-range and short-term goals, oversees daily work operations, and recommends changes to programs, services, policies and procedures, as needed. Work includes researching and writing grants. The Assistant Director is responsible for the selection, training, appraisal and supervision of regular and intermittent employees. Work requires extensive public contact with private groups, civic organizations, county, Town and school officials, and the public in the promotion, development and maintenance of assigned divisions. Employee is subject to hazards in parks and recreation work including working in both inside and outside environments. Work is performed under the general supervision of the Director of Parks and Recreation and is reviewed through periodic conferences, reports and results.

## **Duties and Responsibilities**

Responsible for the management and administration of Department recreation and athletics programs and services, and the administration and management of parks, buildings and grounds maintenance. Position coordinates communication between programming and maintenance staff for the efficient delivery of services.

Responsible for the overall coordination, administration, implementation, supervision and evaluation of a comprehensive recreation program, to include youth and adult programs and activities; special interest classes; summer camps; youth and adult sports; ball field reservations; park and playground programs; after-school programs; cultural programs (music, art, drama, dance, etc.) and other identified program needs for all segments of the community.

Analyzes program evaluations to ensure program and activity offerings meet the needs and desires of the full community; revises programs as needed.

Oversees program information on the department website to ensure it is current, comprehensive and easily accessible.

Oversees maintenance operations in the areas of landscape and grounds, parks and cemeteries, and all Town buildings and facilities.

Assists with the development and administration of a preventive maintenance plan and capital asset depreciation and replacement schedules.

Assures parks and facilities are safe for public use through the supervision and oversight of regular inspections, and preventive and ongoing maintenance.

Develops, prepares, and justifies a budget for areas of responsibility. Controls and accounts for the expenditure of funds in accordance with the approved budget. Ensures revenue goals are met.

Recommends charges for fee-based programs based on cost recovery goals.

Researches, writes and administers grants to enhance Department programs and achieve goals.

Recruits, selects, and supervises quality Parks & Recreation Department personnel. Plans, organizes and guides the work of professional and support staff.

Performs or assists subordinates in performing duties, adjusts errors and complaints, and maintains harmony among workers.

Effectively promotes and represents the Parks and Recreation Department in the community. May serve as an advisor on committees throughout the Town.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the public.

Responds to public inquiries about programs made by telephone, correspondence, or during public meetings.

Coordinates, schedules, and maintains related records and statistics for programs and personnel.

Communicates official plans, policies, and procedures to staff and the public.

Responsible for updating or revising existing policies and procedures to accommodate the changing needs of patrons.

Operates a motor vehicle to assist in carrying out the business of the department and the Town.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of recreation philosophy, planning, and administration.

Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community recreation and maintenance program.

Skill in the operation of computers and other standard office equipment.

Ability to develop, coordinate, and direct varied activities involved in a community recreation program.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community partners, and the public.

Ability to communicate effectively orally and in writing.

Ability to plan and supervise the work of paid staff and volunteers.

Ability to research, identify, and pursue grants.

Ability and willingness to work evenings, weekends, and holidays as needed.

The Town of Mooresville is committed to hiring employees who provide good customer service; our employees strive to communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

## **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally; and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze budget and activity data and figures, to operate a computer and to be able to inspect work of others. Must be able to visit parks and recreation sites to observe construction or activities.

## **Minimum Education and Experience**

Bachelor's degree from an accredited college or university in recreation or closely related field and three to five years of progressive experience in municipal recreation including the development of community-wide recreation activities and supervision of parks maintenance; or an equivalent combination of education and experience. At least two years of experience in a supervisory capacity.

## **Special Requirements**

Possession of or ability to obtain a Certified Park and Recreation Professional (CPRP) certification within three years of hire.

Possession of a valid North Carolina driver's license.