

Parks and Recreation Assistant Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Highly responsible administrative work and professional work including planning, organizing and managing the parks and natural areas. The Assistant Director is responsible for the work in identifying, developing and maintaining relationships with the community. This individual is responsible in recommending and overseeing the safety, upkeep, upgrade and construction or renovation of park playgrounds and equipment as needed. Directs, manages, and reviews operations and maintenance associated with the City's Recreation facilities and Park functions. Ensures that parks and recreation facilities are safe, and secure. This position exercises a high degree of independence and initiative, conferring with the appropriate Departments or personnel on matters involving complex administrative situations and decision-making.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Oversees the bidding, inspection, maintenance, repair of City playgrounds. Collaborates with contractors and staff to develop designs for approval.
- Oversees and manage inspections and repairs of areas within all Parks to include but not limited to; equipment, lighting, fencing, etc. Ensures inspection reports are submitted as directed.
- Prepares and manages the mowing services and landscape services. Responsible for the overall aesthetics of larger park areas, common areas, and other public spaces across the City.
- Acts as a liaison to various community groups and organizations with citywide impact, facilitating community engagement processes and providing comprehensive reports.
- Assists with the annual budget preparation, reviews and maintains accounts and monitors budget expenditures. Supports the administration of department budget, approves requisitions and authorizes payments.
- Work towards fulfilling goals based on the City's Strategic values.
- Enhances the City's Parks and Recreation facilities by establishing communication platforms with internal and external groups to improve processes and address group requests.
- Reviews agreements and contracts annually, making necessary amendments when needed.
- Establishes short and long term plans for playground design, installation and replacement for all city playgrounds.

- Oversees and ensures the proper operations and maintenance of the community center facilities, grounds, and City parks.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, and performance evaluations.
- Ensures current playground and park equipment and offerings are meeting the needs/desires of the citizens and community and that programs are structured to enhance the quality of life for residents.
- Recommends program changes, new initiatives, and strategy.
- Visits other parks and facilities, researches trends and analyzes survey data/program feedback from participants/citizens.
- On-call 24/7 and Emergency requirements.
- Works a variable schedule outside of standard business hours, including morning, evening, weekends, and holidays.
- Involved with Emergency Planning and Risk Management oversight at facilities.
- Attends Commission Meetings and Workshops on an as needed basis.
- Oversees department grants and compliance.
- Works cohesively with other Departments for operations and events.
- Acts on behalf of the Department Director, when directed.
- Maintains records of work performed.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Public Administration, Leisure Services, or a related field. A minimum of seven (7) years of supervisory and managerial experience that provides broad practical and technical exposure in all facets of municipal parks and recreation or an equivalent combination of education, training, and experience. Certified Parks and Recreation Professional (CPRP) and Certified Playground Safety Inspector (CPSI) certifications are preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge of community-based parks and recreation and leisure services programs.
- Knowledge of effective principles for program planning, development, and delivery.
- Knowledge of recreational and leisure services management principles and practices.
- Knowledge of operating and capital budgeting methods and principles.
- Skill in communicating with community groups and individuals.
- Skill in developing subordinate staff to plan and carry out recreation programs.
- Ability to plan, direct, and deliver programs to meet the needs of a culturally diverse community.

- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
- Ability to motivate and lead subordinate staff.
- Ability to plan the most cost-effective use of staff and equipment.
- A strong customer service orientation in work and communication with coworkers, management, elected officials, and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve lifting, carrying, pushing, and pulling objects and materials of light weight. Tasks may involve extended periods at a keyboard or workstation. Work is performed in usual office conditions with exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.

The City of Cooper City, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

The physical demands described herein 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.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement:

The signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position. The employee is expected to adhere to all policies.

Signature: _____ Date: _____