

# City of Madison

## Job Description



**Title: Deputy Director of Parks and Recreation**

**Department: Parks & Recreation**

**FLSA Status: Exempt**

**Pay Grade: 113**

**New Position  Position Change  Effective Date 1/13/2026**

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### **General Position Summary:**

Incumbent supports the overall leadership, planning, and administration of Madison City's parks, recreation, open space, and community facilities. Working under the direction of the Parks and Recreation Director, this position helps guide departmental operations, staff development, budget management, and long-range strategic initiatives. The Deputy Director plays a key role in ensuring high-quality recreational programs, well-maintained parks and amenities, and responsive customer service that enhances residents' quality of life.

This position directly oversees the Assistant Directors and all maintenance staff, coordinates interdepartmental collaboration, and assists in policy development, capital project planning, and community engagement efforts. The Deputy Director also acts on behalf of the Director as needed, representing the department in public meetings, stakeholder discussions, and regional partnerships.

### **Essential Functions/Major Responsibilities:**

- Acts as the department's second-in-command, partnering with the Director on policy, operations, planning, budgeting, and performance management.
- Collaborates with the Director to develop recreation programs, assess effectiveness, and recommend improvements aligned with the strategic plan and available resources.
- Provides general mentorship and technical knowledge in the development and implementation of a wide variety of recreation programs for all ages and needs.
- Assists with higher level hiring.
- Partners with the Director and all stakeholders in project planning and prioritization of Department programs.
- Processes insurance reports for employee accidents and weather-related personal property damage.
- Coordinates maintenance work and communicates event schedules to staff for field preparation.
- Prepares and processes payroll, invoices, purchase orders, and bid documents in accordance with municipal procedures.

- Represents the department in meetings with the Madison Historical Society, interagency planning (IAP) meetings with MPD and MFD, the Recreation Board, and internal division leadership meetings.
- Acts as Department Head in their absence, providing leadership, decision-making, and oversight of departmental operations.
- Communicates with Madison City Schools and other outside organizations with our schedules and with their schedules using our facilities
- Assists with budget planning, manages budget transfers, and supports the balancing of departmental budgets.
- Serves as the department's Public Information Officer (PIO), managing communications with the media, community stakeholders, and the public to promote programs, events, and departmental initiatives.
- Supports other supervisors in the hiring process, including conducting interviews and identifying staffing needs.
- Leads coordination of major community events, such as Christmas Parades, July 4th celebrations, Easter Egg Hunts, and summer concerts, overseeing logistics including transportation, vendors, security and emergency services coordination with MFD and MPD, and volunteer recruitment.
- Oversees all maintenance operations to include the supervision and coordination of field maintenance staff to ensure playing surfaces, turf, and sports fields are safe, playable, and well-maintained.
- Develops schedule for routine mowing, fertilization, irrigation, and field repairs.
- Coordinates field usage and ensures proper preparation of fields for games, practice, and events.
- Ensures staff receive appropriate training in safe and effective maintenance practices.
- Manages equipment, supplies, and materials needed for field maintenance.
- Conducts regular inspections and responds promptly to any field damage, hazards, or emergencies.

**Secondary Functions:**

- Performs other related duties as required.

**Job Scope:**

- Decisions are made with reference to federal, state, and local law, as well as principles of good building science.
- Accountable for multiple facilities, parks, fields, and all related equipment and assets.
- Key player in preparation and implementation of plans, policies, and procedures for functioning parks and recreation management in the City.
- Exercises creative initiative in identifying problems and needs, proposing, devising, and implementing (or supervising implementation of) solutions for the parks and recreation department.

**Supervisory Responsibility:**

Directly or indirectly supervise over 100 regular and seasonal employees within the Parks and Recreation department. This number can swell to over 150 in the summer months.

**Interpersonal Contacts:**

- All department employees (frequent, wide-ranging, complex).
- Department heads (frequent, related to parks and recreation).

**Knowledge, Skills, and Abilities:**

- Knowledge of a wide variety of sports and recreational activities, including rules, regulations, and field requirements for various team athletics.
- Knowledge of comprehensive recreation and sports program management, including oversight of public safety measures related to recreational activities.
- Knowledge of general maintenance management and preventive maintenance programs for facilities, fields, and equipment.
- Knowledge of municipal rules, regulations, departmental policies, ADA requirements for recreational facilities and programs, and applicable federal, state, and city laws.
- Knowledge of occupational safety and health requirements, accident prevention, and incident investigation in recreational settings.
- Knowledge of park planning, project management, and prioritization of tasks to ensure successful completion of projects and maintenance goals.
- Knowledge of recreational facilities, fields, and equipment required for a comprehensive program and the most efficient configuration of recreational areas.
- Knowledge of turf and grounds maintenance, playground equipment, and tools and equipment required to maintain safe and functional recreational areas.
- Skill in delivering presentations and conducting training sessions for staff and stakeholders.
- Skill in fostering positive relationships among subordinates and coordinating collaboration across teams.
- Skill in grant writing, grant application preparation, and managing grant-funded programs effectively.
- Skill in hiring, training, evaluating, counseling, disciplining, and managing personnel performance.
- Skill in managing departmental scheduling, timekeeping, and work assignments.
- Skill in Microsoft Office applications, including Word, Excel, and PowerPoint, with the ability to create spreadsheets, cost/benefit analyses, and reports.
- Skill in oral and written communication, as well as interpersonal and team collaboration.
- Ability to comprehend and apply Alabama Bid Law, legal documents, contracts, city ordinances, bid specifications, blueprints, building codes, and other applicable regulations.
- Ability to plan, organize, and direct the work of employees performing varied Parks and Recreation operations, including developing proper training and instructional procedures.
- Ability to provide exceptional leadership and direction to diverse teams.
- Ability to research, gather, and evaluate input to make sound operational and strategic decisions.

**Education and/or Experience:**

- Bachelor's degree in a related field.
- Six (6) or more years of related experience.

**Additional Requirements:**

- Must have and maintain an exceptional driving record, background and work performance record.
- Must have (or immediately obtain) a current Alabama driver's license.

**Job Conditions:**

- Job requires work on evenings, weekends, and varying work hours, including attendance at meetings of City Council, Recreation Advisory Board and other meetings, and ability to evaluate parks and programs during times of heavy use, and ability to have frequent interaction with employees and citizens of the City.
- Directors must demonstrate personal and professional integrity of the highest order.
- Must be able to work outside in various weather conditions, in order to inspect and evaluate parks, field conditions and programs.

**Physical Capabilities:**

- This position's physical requirements involve light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- See well enough to read and observe employees, fields, parks, facilities and programs, corrective lens acceptable.
- Ability to communicate verbally with public.
- Speak well enough to make presentations.
- Strength to perform maintenance work if necessary.
- Use of hands and fingers to write, use computer and assist with event set-up.
- Must be mobile and able to drive in order to visit all parks and facilities frequently.

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**Mayor Approval, Date**

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**Department Head Approval, Date**