

Title: Assistant Director of Parks & Recreation Administration and Planning **Class Code:** 1092
PG: PB4 **Date:** 09/08
Status: Non-Civil Service
Position Reports to: Director of Parks & Recreation
Department: Parks and Recreation

GENERAL DESCRIPTION OF CLASS:

This is advanced administrative and professional work assisting in the direction of all activities of the Parks and Recreation Department. Work involves managing the work programs of the Parks, Recreation, Libraries, Cemeteries, Aquatics, and Cleveland Heights Golf Course divisions. Work involves administrative responsibility for the effective operation of the department and responsibility for the planning, designing and execution of professional and contractual services. An employee in this class uses considerable initiative and judgment in day to day administration, with important contacts required with the public, officials of other government agencies, contractors and professional consultants. Supervision is exercised over a large-sized staff of professional and technical personnel and decision making on technical problems is a significant part of the position. Work is performed under administrative direction and is reviewed by the Director of Parks and Recreation through observation, conferences and reports.

ESSENTIAL FUNCTIONS:

1. Performs management functions of planning, organizing, leading and controlling related to division operations and departmental activities; schedules and coordinates departmental projects; serves as Director in Director's absence; processes and/or resolves service requests from the public.
2. Coordinates and participates with the division managers in the more complex designs of Parks and Recreation projects; prepares and/or reviews specifications for contract projects; establishes design standards and criteria. Resolves policy questions or issues between developers and the site plan review related to subdivision and site development requirements.
3. Coordinates inter-division activities and joint projects; insures coordination of Parks and Recreation activities with Federal, State and County governments and with other City departments in areas of mutual interest.
4. Assists in the preparation and administration of the department budget, including capital project improvement budgets and operating budgets for the divisions in the Parks and Recreation Department.
5. Responsible for coordinating special projects assigned by the Director of Parks and Recreation.
6. Conducts and attends meetings relating to departmental policy; establishes priorities for divisions; interprets and explains City policies to employees and the public.

ADDITIONAL RESPONSIBILITIES

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern principles and practices of management as applied to park and recreation activities including park and facility administration, design, construction and maintenance of parks and facilities, street rights of way, city properties and municipal code development and enforcement.
2. Thorough knowledge of laws and ordinances affecting administration, design and planning of park and recreation facility needs.
3. Thorough knowledge of the principles and practices of professional planning and design as applied to the development and management of parks and recreation projects.
4. Considerable knowledge of the materials, methods, costs and techniques utilized in the construction and maintenance of public facilities and properties.
5. Ability to express ideas on technical subjects clearly and concisely, orally and in writing.

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6. Ability to organize, direct and coordinate the activities of several divisions of a large public works department including technical and professional personnel, in a manner conducive to high performance and morale.
7. Ability to exercise authority and responsibility for scheduling and coordinating work related to capital or special projects.
8. Ability to coordinate and interface with administrative and technical staff of the Community Development Department and City Attorney's Office.
9. Ability to establish and maintain effective working relationships with other co-workers, other City employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards. bright/dim light,
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in recreation, planning, landscape architecture or urban planning or related field. A Master's Degree in Planning, Urban Design, Landscape Architecture or Public Administration preferred.
3. Ten (10) years of experience in park planning, including supervisory and administrative experience.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a home telephone.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.