

PARKS AND RECREATION DIRECTOR

MAJOR FUNCTION

This is a professional position responsible for the management, administration, planning, development, and operating activities of County parks, governmental complexes, and recreation areas.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Plans, develops, and implements policy related to development of park and recreation facilities, conservation of natural resources, and public facilities grounds.
- Plans and implements the land acquisition and capital improvement program. Monitors and prepares applications for federal and states grants to implement programs.
- Negotiates and processes agreements and contracts with other governmental agencies, businesses, and private groups to enhance recreational opportunities in Marion County in coordination with the County Attorney's Office.
- Prepares and monitors department budgets and control expenditures.
- Plans and supervises maintenance of public facilities grounds. Directs annual program of improvements and renovations to upgrade existing facilities.
- Supervises parks and recreational personnel.
- Plans and coordinates special events.
- Directs recreation programs.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, employees of other agencies, citizens, and customers of the department. Service is provided in person and by phone contact.

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SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Bachelor Degree from four year college or university in parks administration, public administration, natural sciences or related field; and seven years related experience and training.

Licenses.

Valid Florida Driver License.

Certifications.

Current First Aid and Safety certification and current BLS CPR certification within ninety days of hire.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary accounting systems, or complex scientific and/or technical systems.

Specialized Skills and Abilities

- Knowledge of the principles and practices of parks planning according to all federal state, and local regulatory requirements applicable to current and long range planning. General knowledge of county codes and regulations pertaining to parks planning, zoning, and Community Development. Ability to contribute to the development of an on-going parks program within local government.
- Ability to analyze existing and future land use, zoning, and population demographics.
- Ability to plan, organize, and execute a parks and environmental land acquisition program. Knowledge of community needs with respect to recreation.
- Knowledge of the practices, methods, and procedures of parks maintenance and development.
- Ability to work with multiple agencies to negotiate jointly beneficial agreements and solve multi-jurisdictional problems.
- Ability to present the parks program in writing and orally. Ability to speak effectively before public groups and to always exercise sound judgment and tact.
- Ability to establish and maintain effective working relationships with members of the general public, co-workers, elected and appointed officials, and members of a diverse cultural and linguistic background.
- Ability to prepare grant applications and bid specifications.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, lift up to 50 pounds; and will regularly be required to sit, use hands to finger, handle, or feel, talk or hear. Special vision requirements are close and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions and in outdoor weather conditions. The typical noise level for this environment is moderate.

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Pay grade: 28	Status: E
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