

## **PARKS & RECREATION ADMINISTRATIVE MANAGER**

### **MAJOR FUNCTION**

This is professional position providing administrative assistance to the Department Director in a variety of administrative functions including project management, administering contracts, coordination of agreements, problem solving, preparation of the Department's annual budget, department volunteer recruitment and making recommendations on a variety of Bureau and Department projects.

### **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, organizes, implements, and directs preparation of administrative reports and special projects as assigned.
- Gathers and analyzes data in preparation of grant applications, contracts, permits, and press releases.
- As directed, represents Parks and Recreation Director at public and staff functions and meetings.
- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the Bureau Chief, County Administrator, and the Board of County Commissioners on a variety of special assignments.
- Prepares and monitors the Department budget, current and future contracts, and Capital Improvement Plans. Monitors revenues, expenses and tracks the financial status of capital projects and the Pennies for Parks budget. Identifies and develops revenue sources.
- Administers property leases and interlocal agreements.
- Monitors Department and grant expenditures. Prepares related reports and records. Ensures compliance with state and federal grant requirements for construction projects.
- Performs Cost / Benefit Analyses, business and marketing plans and other administrative reviews of Department programs and functions.
- Actively participates in the coordination and the preparation and supervision of preliminary and final design of consultant managed projects.
- Participates in the preparation, review, and approval of bid specifications, addendums, and change orders. Ensures compliance with all change orders as directed.
- Recruits and manages volunteer program, partnerships, student interns and other greater community involvement to enhance the delivery of services to the citizen customers.

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- Attends advisory board meetings that pertain to assigned projects or department.
- Serves as liaison with various individuals and user groups to provide information and direction on park land acquisition and Partnership projects.
- Conducts meetings and addresses problems involving Department projects with contractors, consultants, and the public.
- Plans, implements, and supervises activities and programs of the Department, ensuring compliance with adopted rules and regulations.
- Coordinates the development of public information materials and programs, including the Department's monthly e-newsletter, *Outdoor Times*, media advisories, flyers and brochures. Travels throughout the County to conduct presentations to audiences of all ages for the purpose of providing education on the benefits of parks and recreation.
- Supervises Administrative Staff Assistant, Staff Assistant IV, Accounting Specialist I and other Department staff as assigned by Director.
- Develops and manages privatized concession contracts and serves as the Department's concession manager
- Supervises and coordinates administrative programs within the Department and specific project within the Bureau. Oversees all administrative activities of the Department.
- Makes procedural and operational recommendations to the director.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This position provides 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, consultants, citizens, and customers of the department. Service is provided in person; by phone contact or electronic communication.

### **SUPERVISION**

Responsible for directly and regularly supervising work of a relatively small number of employees, with occasional indirect supervision. Includes assigning, directing, evaluating, and reviewing the work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotion, status changes, and discipline; and planning, scheduling, and coordinating work operations.

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### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Bachelor's degree in Business Administration; Recreation; Environmental Sciences or related field and three (3) years progressively knowledgeable and responsible supervisory responsibilities; greater experience in the field may substitute for a portion of the required education; or an equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Driver License.

#### **Certifications**

Certification as Certified Parks and Recreation Professional (CPRP) or certification as Certified Public Manager (CPM) preferred or other related certifications.

### **JOB SKILLS**

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

#### **Language Skills**

- Ability to read, analyze, and interpret common scientific and technical journals and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

#### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply concepts such as fractions, percentages ratios, and proportions to practical situations.
- Ability to conduct and develop cost / benefit analyses reports.

#### **Problem Solving Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations

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where only limited standardization exists.

- Ability to interpret a variety of instructions and plans furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Study manual work process to determine most effective methods as essential tasks.
- Ability to develop policies, programs, plans, or procedures.

### **Specialized Skills and Abilities**

- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Knowledge of research techniques, methods and practices. Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to work independently on time sensitive complex issues. Ability to supervise employees in a manner conducive to full performance and high morale.
- 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.

### **Machines and Equipment**

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

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk, hear, smell, and to lift up to 25 pounds. Vision requirements are close, distance, color, peripheral, depth, and ability to adjust an object into sharp focus.

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### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment is moderate. May work in an outdoor environment depending on assignment.

Established: 10/2005

Pay Grade: 20

Job Description Number: 6200

Category: 6

Status: E

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