

Job Title: Director of Recreation, Parks and Open Space

BRIEF DESCRIPTION OF THE JOB:

Responsible for management of comprehensive operations and maintenance programs for all City parks, gardens, recreation facilities, school grounds, waterfront land, beaches, management of open spaces which includes trails (such as Elizabeth River Trail) and city wide facilities (such as Town Point Park and aquatics), and other public properties; administration and development of a comprehensive recreation program; coordination of the neighborhood services program. Work is performed with considerable independence and initiative in accomplishing program objectives and effectiveness of operations under the executive direction of the City Manager.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides leadership and direction to the Assistant Director, Business Systems Manager and division leaders to plan, organize, coordinate, and manage the performance of professional, technical, maintenance and clerical support personnel to achieve the strategic goals of the Department of Parks and Recreation and Open Spaces.
2	S	Develops and implements a flexible program of community-building activities (recreation, parks, and neighborhood improvement services) for all customer segments, social groups, ages, and interest levels within the community.
3	S	Recommends acquisition and directs the development and maintenance of park and playground areas, structures and facilities, and waterways, trails, beaches, and city wide facilities.
4	S	Manages a flexible program of recreational activities for all segments, social groups, ages, and interest levels within the community.
5	S	Develops linkages and partnerships among city and external agencies, and residents; identifies and develops plans to address neighborhood, parks, recreation and open space needs; and marketing of neighborhoods.
6	S	Directs the preparation and administration of the departmental business plan, performance measurement system, work program and budget.
7	S	Plans and coordinates neighborhood recreational strategies with other departments, schools, civic organizations, non-profit organizations and other partners.
8	S	Directs communications and promotional activities to encourage citizen support, participation, attendance, and interest in parks, recreation and open space programs.
9	S	Collaborates with various public, private, non-profit and civic groups and individuals to promote departmental community-building activities and to ascertain desired or needed services.

Physical Strength Code		ESSENTIAL FUNCTIONS
10	S	Reviews and analyzes systems and processes, equipment usage, and performance to find ways of increasing effectiveness, improving results, and achieving improved cost efficiency in service delivery.
11	S	Coordinates the selection of personnel to serve in the Department of Parks and Recreation and Open Space.
12	S	Performs as facilitator, advisor, and technical expert in terms of natural resources and management for the City Manager, City Council, municipal departments, and the public; makes formal presentations and public policy recommendations.
13	S	Reviews and analyzes the effectiveness of projects and programs and revises in accordance with current customer needs and desires.
14	S	Coordinates the development and implementation of programs and strategic plans for the betterment of the community.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in recreation and parks management, business or public administration, or related fields.
Experience	Eight years of progressively responsible professional experience including five years managerial experience.
Certifications and Other Requirements	Valid driver's license
Reading	Work requires the ability to read various reports, journals, publications, and plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.
Writing	Work requires the ability to write comprehensive proposals, reports, and speeches.
Managerial	Managerial responsibilities include developing strategic and tactical plans, allocating resources, forming project teams, and providing guidance to staff.
Budget Responsibility	Responsible for final approval of budgetary recommendation to the City; accountable for achieving progress toward attaining fiscal objectives and adjustments for the department.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluation program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City, which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City to include professional or peer organizations. Working with various state and federal agencies may also be required.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, supervision, interaction with staff and public, presentations, meetings, conferences
Sitting	F	Computer, desk work, answering telephone, meetings, presentations, conferences
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	R	Office supplies, files, reports, manuals
Carrying	R	Office supplies, files, reports, manuals
Pushing/Pulling	N	
Reaching	R	Office supplies, files, reports, manuals
Handling	R	Office supplies, files, reports, manuals
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Filing in cabinet drawer
Crouching	N	
Crawling	N	
Bending	R	Filing in cabinet drawer
Twisting	R	Filing in cabinet drawer
Climbing	R	Stairs, airplane ramp
Balancing	R	On stairs
Vision	C	Computer, Desk work, reading, writing, filing, use of office equipment
Hearing	C	Telephone, staff, City Manager, authorities, commissions, citizens, meeting, presentations
Talking	C	Telephone, staff, City Manager, authorities, commissions, citizens, meeting, presentations
Foot Controls	O	Driving
Other (specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N