



ASSISTANT DIRECTOR, PARKS AND LEISURE SERVICES

FLSA: Exempt

Grade 38 \$87,167.85 - \$139,468.57

GENERAL DEFINITION

An employee in this classification is responsible for performing supervisory and administrative assignments which includes: office management functions, processing and maintaining a variety of financial, personal and computer programs and procedures; assist with budget development, monitoring department expenses and purchases, special events oversight, planning and delivery of programming, directing personnel and assist in overseeing the day to day operations of the Parks & Leisure Services Department. The Assistant Director must exercise sound judgment and ingenuity in development, implementation and accomplishment of short-term and long-term goals and objectives that meet the needs of the community. The Assistant Director is under the administrative direction of the Parks and Leisure Services Director for the effective and efficient operation of the Department and for compliance with all directives and procedures.

ESSENTIAL JOB DUTIES

An employee in this class may be called upon to do any or all of the following (these examples do not include all of the tasks which the employee may be expected to perform):

- Directs, coordinates and supervises assigned personnel to planning development and evaluation of all Parks, Recreational, Volunteer and Library services and activities conducted by the City.
- Coordinates and delivers programming between the Parks, Recreation, Library and Volunteer divisions.
- Oversees Special Events and venue rentals.
- Prepares written or oral reports and recommendations as required.
- Conducts research and special studies pertaining to Parks, Recreation, Library and Volunteer services develops, coordinates and presents material for meeting and public hearings; and consults with other divisions and departments.
- May participate in the hiring of new employees, coordination of employee training and development programs.
- Assists with developing, establishing and implementing departmental goals, objectives and policies and procedures.

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- Coordinates the research and preparation of grant proposals for available government and private funding for various programs and projects administered by the department; administers grant funds, ensuring preparation and timely submission of required reports; maintains files of grant sources and supporting data.
- Assists in the study and analysis of departmental programs, facilities and programming services as a measure of evaluation to insure continued effectiveness in meeting the leisure services needs of the public.
- Identifies and resolves staff differences, conflicts and deficiencies.
- Assists with the development of short and long term plans for Parks, Recreation and Library programs and facilities according to anticipated growth, future interest and expanded needs.
- Performs related work as required and as directed.
- Meets with City Advisory boards, civic groups and schools to explain Leisure Services activities and use of facilities.
- Serves as Director in Director's absence.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the objectives and ideals of public leisure services, ability to organize and analyze information from different perspectives and formulate recommendations.
- Considerable knowledge of professional leisure services philosophy and principles, procedures, methods, practices and materials.
- Considerable knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Ability to assist in the development and preparation of new construction projects and to provide professional assignments and to provide proper supervision and direction to provide a safe and enjoyable experience to the community.
- Ability to promote, administer, deliver and evaluate a leisure services program suited to the community.
- Knowledge of a computer to enter, retrieve, review or modify data; utilizing work processing, spreadsheet, database, presentation communications, social media and other software programs.

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- Knowledge of leisure services activities for children, adolescents, adults, senior citizens and a diverse community and /or special needs.
- Skill in planning, organizing, assigning and coordinating the activities of professional, para-professional and clerical employees in a manner conducive to high morale and effective public service.
- Skill in dealing constructively with conflict.
- Skill in responding with tact, composure and courtesy when dealing with employees or the public who may be irate or experiencing significant stress.
- Ability to establish and maintain effective working relationships with employees, elected officials, community leaders, advisory groups, school representatives, civic organizations, local businesses and the general public; including groups of all ages and socio-economic backgrounds.
- Ability to express ideas clearly when providing oral and written reports and recommendations on administrative, financial and technical issues.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et.seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstations. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's Degree from an accredited college or university with a major in Recreation, Leisure Management or a closely related field and five (5) years of experience in a recreation and/or leisure services environment, including three (3) years of experience in a supervisory capacity or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may be considered. A valid Florida driver's license is required.

PREFERRED

Certified Parks and Recreation Professional (CPRP)

I have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval/Date

Civil Service Rule Sec 2-96