

City of
EDMONDS
 Washington

PARKS, RECREATION & CULTURAL SERVICES DIRECTOR

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NR-20
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Mayor

POSITION PURPOSE: Under administrative direction, directs and administers the development and oversight of comprehensive parks, recreation, and cultural services programs for the City including: policy and decision making, contract administration, negotiations, budget management, staff development, facilities and programs management, cultural tourism, park maintenance, capital planning and development and improvements to promote community involvement and enhance quality of life for citizens of Edmonds. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs department operations to maintain effective and efficient programs; ensure compliance and accountability with Federal, State and local regulations, policies and procedures.
- Plans, directs, coordinates, monitors and reviews the work of assigned staff.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training.
- Provides constructive feedback to staff reviews and evaluates work and makes effective suggestions and recommendations.
- Directs the department employment and hiring process and employee relations.
- Manages the workflow and prioritization of projects and measures the performance of the Department and all related staff and takes appropriate corrective action when necessary.
- Develops, administers, maintains and oversees the Departmental budget including: the annual or bi-annual budget, outside funding, revenues, assists with the Capital Improvement Program, and Capital Facilities Program.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies; recommends efficiencies to keep costs within established financial guidelines; approves Department expenditures and implements adjustments.
- Provides advice and coaching to staff; develops work plans for staff.
- Implements and / or recommends corrective actions and discipline and termination procedures as appropriate / necessary.
- Develops action plans and metrics analyzing operational results and ensures the effective allocation and utilization of resources.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence, including a quarterly report to Planning/Parks Board.

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- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.
- Oversees the preparation and maintenance of a variety of reports, records and files related to assigned activities; prepare and maintain records and reports related to budgets, plans, progress, personnel and related activities.
- Fulfills roles and responsibilities on the EOC team as assigned by the Mayor.
- Plans and directs the development and oversight of comprehensive recreation and cultural service programs including: arts, cultural activities, aquatics, day camps, fitness and athletics, gymnastics, preschool, lifelong learning and community events that promote community involvement and enhance quality of life.
- Actively participates and provides leadership in city-wide long range planning and policy recommendations, council relationships and executive leadership team.
- Promotes Economic Development and economic tourism; seeks funding for and manages capital projects that create a sense of place and enhance the aesthetics of the public right-of-way through public art or streetscape design and works collaboratively with all departments to accomplish city-wide vision, mission, and goals.
- Directs the development and oversight of the comprehensive planning process for parks, recreation, and cultural services including: the City-wide Comprehensive Plan, Parks, Recreation and Open Space Comprehensive Plan, Community Cultural Plan and Streetscape Plan.
- Develops and maintains all City parks and facilities to include: Yost Pool, the Frances Anderson Center, Edmonds Memorial Cemetery, Bracketts' Landing Underwater Park, waterfront parks, the flower program, dog park areas and park-related lands and park sites.
- Works with citizens, Council members, public and private partners, neighborhoods, schools and legislators to address needs, concerns, resolve issues and engage interests in provision of parks, recreation and cultural services.
- Oversees land acquisitions and management including: negotiations, contracts and agreements.
- Incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.
- At the direction of the Mayor, works with Council to provide thorough information, analysis, pros/cons, consequences, options and recommendations on specific topics.
- Perform related duties as assigned by Mayor.

Required Knowledge of:

- Operational characteristics, services and activities related to parks, recreation and cultural services programs, including business and industry principles, city codes and practices related to work assigned.
- Principles and practices of developing, administering and directing a comprehensive City parks, recreation and cultural services program.
- Principles and practices of land acquisition processes applicable to park lands and facilities.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations.
- Program/project management techniques and principles.
- Grant writing techniques and principles.
- Contract negotiation and administration. Administrative program / project management techniques and principles.
- Research methods and report preparation and presentation.
- Budget preparation and control.

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- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

Required Skill in:

- Ability to work within federal, state, local laws, codes, regulations.
- Planning, organizing and managing a variety of programs, projects and activities related to the diverse activities of the Parks, Recreation & Cultural Services Department.
- Preparing, submitting, administering and monitoring grant proposals.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Organizing and administering the functions of a parks and recreation department.
- Serving as community liaison and participating as a member of various boards and committees.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Negotiating with representatives of various citizen groups and private and public agencies.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, best management practices and delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Public Administration, Parks & Recreation, Recreation or related field and seven years of experience in administering and managing major parks and recreation related programs and services, preferably within a municipal or public sector environment that includes four years of staff supervisory, budgetary, and management responsibility for a department or major division; OR an equivalent combination of education, training and experience. Master's Degree preferred.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

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WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

Hazards:

- Contact with potentially angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____