

**City of
EDMONDS
Washington**

DEPUTY DIRECTOR OF PARKS, RECREATION & CULTURAL SERVICES

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NR-17
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	December 2016	Reports To:	Parks, Recreation & Cultural Services Director

POSITION PURPOSE: Under the direction of the Parks, Recreation and Cultural Services Director, provide leadership, manage, supervise and administer a comprehensive Recreation program, including oversight of community center, outdoor pool, sports and fitness, camps, outdoor education and business services. Assist the Director with park development and planning, including strategic and long range planning for the department, and capital project management. Develop and manage assigned budgets and revenue, and prepare and administer department grants and grant programs.

May act on behalf of or in lieu of the department director at selected management, community, Council or regional meetings dealing with parks, recreation and cultural services activities.

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.*

- Manages the employment and hiring process and employee relations for assigned area. Manages, coordinates, and reviews the work of assigned staff, assigns work activities and coordinates schedules, projects, and programs.
- Provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations. Provides advice and counsel to staff, develops or assists with developmental work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Supervises, coaches, trains and motivates staff, and coordinates and/or provides staff training.
- Assists Director in evaluating existing facilities, identifying deficiencies and assists with the design of new facilities to accomplish park goals and objectives.
- Manages, administers, maintains and oversees assigned budgets including making recommendations to the annual budget. Assists in development and updating of the Parks, Recreation and Open Space Plans.
- Monitors expenditures and identifies needs; reviews and approves reports, purchases, and payments according to established policies and practices; and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Advocates and works closely with citizens and other service providers in a cooperative community response to recreation, park use, facilities, programs, and addressing concerns.
- Prepares, writes and administers various public and private grants for park and recreation facility development, proposals, evaluations and acknowledgements.
- Provides staff support to the Planning Board, City Council Committees, citizen advisory groups and committees as needed. Prepares and presents staff reports and other necessary correspondence.

JOB DESCRIPTION

Deputy Director of Parks, Recreation and Cultural Services

- Prepares reports and recommendations to the department Director and on policy issues relating to departmental operations.
- Develops schedules and implements a comprehensive recreation program.
- Works collaboratively with other agencies on program development and implementation.
- Manages and oversees staff program development and implementation, fee structures for programs and instructors, marketing and media releases.
- Identifies and reports vandalism and safety and health hazards; purchases supplies, equipment and materials.
- Oversees business services for the department, including the management of the Frances Anderson Center tenant contracts, special event contracts, concessions, fee analysis and development.
- Works with the public on gifting opportunities.
- Investigates and responds to complaints and questions regarding facilities, programs, instructors and staff.
- Receives and approves scholarship applications; discusses accommodations for special needs programming and facility.
- Oversees department risk management; meets with various vendors and procures required supplies and equipment.
- Assists the Director in the development and implementation of department goals, objectives, work plans and long-range plans; establishes division goals, objectives and priorities; and assists with department project presentations.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards while monitoring assigned operations and ensuring compliance with Federal, State and local regulations and policies.
- Implements policies and procedures and ensures the consistent application of rules and regulations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to areas of assignment; incorporates new developments as appropriate and assigned.

Required Knowledge of:

- Operational characteristics, services and activities related to recreational services and programs including business and industry principles and practices related to work assigned.
- City and Community Center recreation programs, activities and operations.
- Principles, practices and techniques of developing and implementing a comprehensive recreation program.
- Knowledge of applicable laws, rules, regulations and ordinances such as the Growth Management Act, SEPA, Open Public Meetings Act, public bidding requirements and other.
- Principles and practices of administration, supervision and training of personnel.
- Contract administration, modern construction methods and materials.
- Recreational needs of diverse community groups and programs in order to meet these needs.
- Up to date marketing principles and practices.
- Effective strategies for community fundraising and donations.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.

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Deputy Director of Parks, Recreation and Cultural Services

- Grant writing techniques and principles.
- Research methods and report preparation and presentation.
- 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:

- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.
- Developing, scheduling and implementing a comprehensive recreation program.
- Planning, developing and administering an annual operating budget and assisting with long-range capital improvement programs.
- Developing and implementing a variety of recreation programs and services that meet community needs.
- Administering contracts for services.
- Preparing, submitting, administering and monitoring grant proposals.
- Analyzing situations accurately and adopting an effective course of action.
- 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.
- Interpreting policies and procedures sufficient to administer, discuss, resolve and explain them.
- Applying program/project management techniques and principles.
- Preparing and maintaining accurate records and reports.
- Planning and preparing various promotional materials.
- Developing and monitoring program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Recreation and Leisure Management, Business Administration or related field and seven years of experience in recreation and leisure management, recreation and leisure program development or similar related programs and services, preferably within a municipal or public sector environment, that includes five years of staff supervisory and budgetary responsibility for a major division or program; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass background check.

JOB DESCRIPTION
Deputy Director of Parks, Recreation and Cultural Services

WORKING CONDITIONS:

Environment:

- Primarily an 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.
- Seeing to read materials, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- 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.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____