JOB DESCRIPTION
PARKS AND RECREATION DEPARTMENT
ASSISTANT PARKS & RECREATION DIRECTOR-
(Updated 2/1/18)

JOB TITLE: Assistant Parks & Recreation Director

DEFINITION: The Assistant Parks & Recreation Director is under the direct administrative supervision of the Director of Parks and Recreation. This position is further under the general administrative direction of the City Manager. The purpose of this job is to perform functions involving all aspects of planning, supervision, development, management and day-to-day operations of the Shelbyville Parks and Recreation Department, whether owned or leased by the City of Shelbyville for the benefit of the citizens of our community.

Specific responsibilities of the Assistant Parks & Recreation Director include:
- managing and directing the parks, playgrounds, ball fields, buildings and equipment operated and maintained by the Shelbyville Parks and Recreation Department.
- works with all Department personnel in developing short and long-range plans for a comprehensive program delivery system for the citizens of Shelbyville
- networks with citizens and other outside agencies in the development of Departmental programs and facilities.
- works closely with agencies, firms, and contractors in project development.
- Independent professional judgment and decision making useful in the development and management of departmental tasks and programs.
- assume responsibility for all department operations in the absence of the Director.

EQUIPMENT/JOB LOCATION:
- The employee operates a motor vehicle as well as a multi-line telephone system with voice mail, calculators, computers, copy machines and other modern office equipment.
- The employee works both indoors in an office environment and outdoors monitoring programs, facilities, maintenance, activities, construction projects and performing inspections

ESSENTIAL FUNCTIONS OF THE JOB:
- Supervises the Parks and Recreation Department in the absence of the Director as requested.
- Works closely with staff in the formulation of Departmental policies and procedures that are approved by the Director
- Plans, develops, conducts and supervises Departmental training programs for staff and recommends continuing training for the professional staff to the Director.
- Develops and conducts various methods of determining community needs including working with focus groups, advisory boards, outside resources.
- Assists the Director in providing effective leadership, direction and vision in the comprehensive development of the Department’s overall plan of programs and services and directs the professional staff in the delivery of these programs and services.
- Develops and maintains open and effective communications with all professional staff members and other administrative personnel to ensure proper coordination and communication of Departmental tasks programming, and activities.
- Assists in the development of operating procedures, programs, and revenue opportunities.
- Assists in the formulation of rules, policies and procedures for the overall operation and management of the department and ensures said rules, policies and procedures are posted and enforced by all department personnel.
• Assists in the development of a comprehensive maintenance program for all parks, greenways and recreational facilities within the department if requested by Director.
• Works with staff in the development of a comprehensive operations and capital budget and assists in the preparation of the annual operating and capital Department budget.
• Develops specifications for purchasing equipment and supplies.
• Develops liaisons with other local government executives, officials, and the public.
• Reviews and evaluates the overall operation of the Department as requested by the Director.
• Assists in the development and implementation of the Department’s goals and objectives.
• Prepares and administers grants, solicits outside funding sources, and creates innovative methods for revenue production.
• Serves as Safety Officer for the Department and develops plans and conducts safety inspections of parks and facilities.
• Maintains adequate reports and records.
• Safely operates a motor vehicle for the purpose of conducting official duties for the City of Shelbyville, which duties may include transporting other City employees.
• Work is performed typically sitting, standing, and walking; however, bending, stooping, reaching, and climbing steps is required on an intermittent basis.
• The employee will be required to perform any other tasks as may be required to accomplish the essential functions of the position as set out herein.

EXAMPLES OF ESSENTIAL DUTIES:
• Prepares and delivers speeches to interested groups, appears on radio and television and performs other community relations work on behalf of the Parks and Recreation Department.
• Deals with citizens’ complaints and effectively determines proper course of action.
• Reviews and approves purchase requests, employee leave requests, and work orders.
• Prepares plans and specifications for repair and construction of facilities.
• Oversees and monitors construction projects as assigned.
• Attends Parks and Recreation Board meetings and may be requested to attend City Council meetings outside normal work hours.

ADDITIONAL EXAMPLES OF WORK PERFORMED:
• Any other tasks as may be required to accomplish the essential functions of the position as set out herein.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
• Broad knowledge of the principles, practices, concepts and commonly used methodology of parks and recreation administration.
• Ability to plan, implement, and supervise all phases of a comprehensive park and recreation department.
• Ability to develop and implement assessments of city-wide parks and recreation programs and activities.
• Knowledge of or the ability to learn about occupational hazards and the ability to follow safety precautions.
• Considerable knowledge in the design and development of parks and recreation facilities and their related programs.
• Ability to establish and maintain effective, harmonious, cooperative and productive working relationship with employees and the public.
• Extensive knowledge of community resources.
• Ability to coordinate, delegate and negotiate.
• Ability to maintain confidentiality, integrity, and honesty.
• Ability to exercise good judgment in evaluating situations and making decisions.
• Skill in public speaking and the ability to express ideas clearly, concisely, and convincingly.
• Ability to make sound financial and budgetary decisions.
• Knowledge of and ability to follow City policies and regulations.
• Excellent human relations skills with the ability to communicate courteously and effectively, both orally and in writing, with the public, elected officials, department heads and other employees of the City.
• Possess a working knowledge of personal computers and various software programs
• Ability to concentrate and accomplish tasks despite interruptions.
• Ability to perform a variety of tasks simultaneously or in rapid succession.
• Ability to work a flexible work schedule with overtime, weekend, and holiday work required.
• Ability to perform the duties of the job for an entire workday.
• Ability to report for work on time and perform the job responsibilities in a timely manner in order to meet scheduled deadlines.

QUALIFICATIONS:

• Graduation from an accredited college or university with a Bachelor’s degree in Parks and Recreation Administration, Turf Management, or related field is desired.
• Minimum of five years of responsible full-time supervisory and management experience in Parks and Recreation is desired.
• Or may have a combination of the following:
  1. Minimum education requirement is graduation from high school, and
  2. Minimum experience required is five years of responsible full-time supervisory and management experience in Parks and Recreation or related field, and
  3. A combination of certifications which may include: Certifications by the Tennessee Recreation and Parks Association, National Parks & Recreation Association, National Playground Safety Inspector Certification or equivalent, Swimming Pool Operator or equivalent certification, and other parks and recreation related certifications, and
  4. A combination of attendance at management or supervisory development classes, seminars, and other educational sessions
• Possess a driver’s license valid in the state of Tennessee with the ability to safely operate a motor vehicle.
• Must submit to and pass a pre-employment background check, drug and alcohol screen, MVR check

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:
The job description for the position of Assistant Parks and Recreation Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.
Is there anything that would keep you from meeting the job duties and requirements as outlined with or without an accommodation?
Yes___________ No ____________

_________________________________________  ________________________________
Signature                                      Date