

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Assistant Director - Parks and Recreation	Job Code: 3211
Date: April 15, 2020	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is administrative, planning, and supervisory work overseeing multiple operations within the Parks and Recreation Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Director of Parks and Recreation and performs assigned tasks under very general direction. This work is distinguished from lower-level classes by its responsibility for the overall administration of operational units, department-wide administrative tasks, and support to the department director.

ESSENTIAL DUTIES: Direct the management, maintenance, and operations on all City-owned grounds in parks, trails, landscaped areas, cemetery properties, golf course, streetscapes, and other areas; oversee all park, cemetery, and forestry maintenance employees; direct equipment, facilities, projects, and grounds management for related programs; direct watering, spraying, seeding, and tree planting; guide the development and implementation of operational standards; inspect work in progress; direct all equipment repair and upkeep and prioritize according to department needs; oversee parts and equipment acquisition; serve as a resource to community groups and technical advisor to the Director of Parks and Recreation; assist director in establishing, implementing, and maintaining department policies and procedures; assist director in all department risk management and create and enforce safety practices, policies, and procedures; assist in developing long- and short-range plans and goals; research and recommend options for maintenance and construction program improvements; ensure division employees and programs promote a positive relationship with the public; advise sectional supervisors on employee-related matters; receive and resolve complaints.

Supervise, plan, and coordinate the work of assigned management staff; ensure work is completed accurately and efficiently; oversee staff training and development; identify, evaluate, and resolve employee concerns; counsel and support operations managers in their duties; conduct performance evaluations and recommend disciplinary action if needed; provide leadership, coaching, and recognition; evaluate and authorize staffing decisions including recommendations on hiring and firing; monitor work of employees and contractors and maintain appropriate records; prepare and oversee the preparation of department budgets; develop strategic plans; project future community needs for capital facilities and operations; analyze short- and long-term community needs through master plan and other planning studies and documents; monitor expenditures; develop and submit funding alternatives; evaluate various statistical reports; prepare and edit written and oral reports; present reports to Municipal Council and other groups; conduct public input meetings; monitor department messaging and maintain positive public relations; align department activities with Administration and Council priorities; conduct meetings; control losses through leadership of department safety program; assist staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Parks and Recreation, Landscape Architecture, Horticulture, or other job-related field and five (5) years of progressively responsible

experience in park and recreation facilities maintenance, construction, and repair, three (3) years of which must have been in a supervisory capacity **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of an earned post-secondary degree for six (6) months of experience].

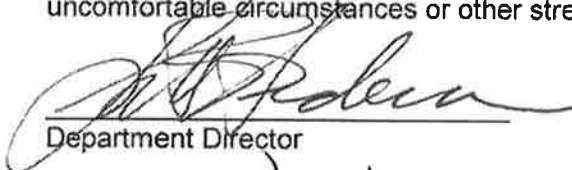
License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: ***Knowledge of:*** the goals and objectives of parks and recreation facility management and maintenance programs; construction, landscaping, and maintenance methods and techniques; a variety of professional trades areas such as carpentry, plumbing, electrical, and other trades; principles and practices of management and supervisory principles; related laws, codes, rules, and regulations, and policies and procedures governing functions of the position; the operations, functions, and terminology common to the work assignment. ***Skill in:*** preparing clear, concise, and informative reports and presentations; finding solutions to complex problems; organizing assigned work and developing effective work methods; handling employee issues and coaching employees; practicing trust-building behaviors. ***Ability to:*** analyze complex problems and identify solutions; analyze procedural operations and organize component parts into a logical system; envision, develop, and implement long-range maintenance programs that effectively meet the goals of the department; effectively direct and manage human and material departmental resources; communicate effectively both verbally and in writing; develop and maintain effective working relationships with community groups, professional organizations, boards, and City staff; deal with the public in a pleasant, courteous, and calm manner in all circumstances.

TOOLS AND EQUIPMENT USED: Vehicles, various parks maintenance and snow removal equipment, general office equipment including telephone, computer, calculator, copier, and other related equipment.

PHYSICAL DEMANDS: Requires physical strength and agility to perform maintenance work as needed which includes maneuvering on the ground, lifting, proper use of motorized equipment, and other varied physical activities. Requires regularly talking, listening, and observing. Mental application utilizes memory for details, discriminative thinking, and creative problem-solving.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, prolonged and high noise levels, hazardous conditions, noxious chemicals, potentially heavy traffic, and high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances or other stressful situations related to the workplace.


Department Director

4/15/20
Date


Mayor/Chief Administrative Officer

4-15-2020
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.