

City of Dunedin, Florida
Class Description

JOB TITLE: Director of Parks & Recreation
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general administrative direction, plans, administers and supervises the various functions of the Parks & Recreation Department to effectively meet the recreation needs of the City of Dunedin. Develops Strategic and Master Plans for the department. Performs related professional and administrative work as directed. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Oversees all functions related to the provision of quality recreation programming and services for the City of Dunedin, ensuring compliance with all applicable policies, procedures, laws and regulations.

Determines the major work elements or project tasks for department, divisions, and sections, and monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.

Supervises department professional, supervisory and clerical personnel. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; evaluating staff; and recommending and approving disciplinary action, employee transfers, promotions and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Ensures the provision of adequate staff training and development; develops training materials.

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Prepares and conducts weekly staff meetings.

Develops and implements department policies and procedures.

Develops and administers the department's annual budget; monitors and approves major expenditures.

Coordinates the department's interaction and assistance with other City departments, governmental and private agencies, the City Commission, Board members, and the public.

Directs the planning and implementation of a comprehensive City recreation program. Conducts surveys and public meetings and evaluates current programs and facilities to determine the recreation needs of individual communities within the City and related City growth patterns.

Designs parks and recreation facilities to meet established goals and objectives.

Negotiates and administers agreements and contracts.

Inspects recreational areas and facilities for safety and compliance with all policies and regulations.

Coordinates programs and activities with other City departments, advisory boards, agencies, community organizations and the public.

Provides public information regarding department activities through media interviews and public appearances.

Secures and administers grants for special project funding and capital projects.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, conducting and attending meetings, compiling data for reports, etc.

Performs related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in public administration, parks and recreation administration, business or related field with seven years of experience in parks and recreation administration; [with five years of prior supervisory experience].

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Director of Parks & Recreation. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has comprehensive knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. Has knowledge and skills required in determining the leisure needs of the City and ensuring that those needs are met. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. . Is able to make sound, educated decisions. . Knows how to make public presentations. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information

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and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Is able to coordinate department activities with other City, County, State and Federal departments in order to accomplish goals and complete projects. Is able to train, assist, motivate and provide leadership to a diverse group of employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment, including computers. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations; ability to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or conceptual thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general directives for an entire organization. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

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Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to plan detailed and complex programs and activities and implement same. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

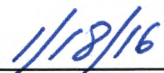
Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



City Manager



Date