



City of Tempe

DEPUTY COMMUNITY SERVICES DIRECTOR - PARKS & RECREATION

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	020	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range			
**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice			

REPORTING RELATIONSHIPS
Receives general direction from the Community Services Director.
Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of experience in parks or recreation administration including three (3) years of supervisory responsibilities.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in parks and recreation administration or degree related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the activities of the Parks and Recreation Division of the Community Services Department including youth and adult sport programs, aquatics, special events, and recreation center operations. Manage the maintenance coordination of all city parks, golf course and preserves. Coordinate parks and recreational needs with other divisions and departments; and to provide complex staff assistance to the Community Services Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Recommend goals and objectives; assist in the development of policies and procedures for park usage and facility reservations.
- Direct, oversee and participate in the development of the Division's work plan; assign work activities, projects and programs; monitor workflow; with the input of divisional staff, review and evaluate work products, methods and procedures.
- Supervise a program of recreational activities including, youth and adult sport programs, aquatics, special events, facilities and operation.
- Supervise the maintenance of park and golf facilities within the city.
- Coordinate Division activities with those of citizens, other departments, outside agencies and neighborhood organizations. Provide staff assistance to the Community Services Director, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.
- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery, assess workload, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the Division.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies. Ensure that the Division's staff contribute to the City's mission and values.
- Develop and review staff reports related to parks and recreation services; serve as a liaison to and present reports to the City Council, commissions, committees and boards as requested.
- Provide administrative support to the Community Services Director; assist with special projects as assigned.
- Supervise and participate in the design, preparation, and distribution of parks and recreation brochures, press releases, flyers and printed schedules.
- Prepare or coordinate grant proposals; administer grants.
- Provide pro-active performance planning utilizing performance management tools.
- Manage, direct and organize a diverse and proactive program of services including, park maintenance, Diablo Stadium, and golf courses.
- Recommend, review, and coordinate the preparation of capital improvement plans and procurement of capital projects, operating budgets and grant activities for parks and recreation facilities. Facilitate and monitor financial rate analyses and make recommendations to establish rates for golf services.

- Manage the evaluation, selection and administration of outside consulting contracts; evaluate and prepare recommendations regarding the retention of consultants. Develop, negotiate and administer contracts related to the programs, services and facilities managed and maintained by the Division.
- Facilitate long-range planning and future maintenance activities.
- Monitor legislation to ensure compliance with federal, county and local laws and regulations.
- Directly prepare related studies, reports and recommendations; and administer a comprehensive program for assigned areas.
- Manage the preparation of agenda items for the City Council, council committees and boards and commissions.
- Respond on a 24-hour basis to manage emergency situations.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Climb stairways, ladders and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without and accommodation;
- Work in a stationary position for considerable periods of time;
- Operate computers and other office machines using repetitive hand/eye movement;
- Extensive reading and close vision work;
- Work outdoors in inclement weather;
- Exposure to heat, cold, dampness, dust pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- Work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 15, 1988</i> <i>Revised July 2002 (Range Changed)</i> <i>Revised March 2006 (job duties, title, and range change) Revised Dec 2010 (Title change)</i> <i>Revised November 2012 (update to min qualifications and job duties)</i> <i>Revised January 2017 (update job duties)</i> <i>Revised January 2019 (update job title, job duties change due to dept reorg)</i></p>