

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2021**

POSITION TITLE: DEPUTY PARKS AND RECREATION DIRECTOR

GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Parks and Recreation Director, this position oversees major functions of the Parks and Recreation Department. This position assists in the direction of the City's Parks and Recreation Department, which includes administrative function of the department, staffing and budget. This position will innovatively lead the Parks and Recreation Department service delivery for a diverse demographic community including organizational development, event management, fiscal control, strategic marketing, revenue production, programming, staff utilization and the safe operation of facilities. Provides information and assistance to the general public, other government agencies, contractors, City committees, internal departments and other City officials.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Serves as Parks and Recreation Director in his/her absence.

Directs and participates in the supervision of departmental functions and divisions, such as Maintenance, Facilities, Programming, Transportation, Aquatics, Customer Service and special projects, as assigned by the Recreation Director.

Conducts, directs, and participates in major projects to define Recreation policy for the City. Directs and participates in management studies and reports on organizational and administrative practices.

Communicates with all City departments to determine changing needs and problems; coordinates departmental activities and explains departmental policies and procedures.

Assists, supervises, and develops departmental personnel and recommends steps or procedures which would increase the productivity, morale, and professionalism of departmental staff.

Develops effective policies for the operation of programs and facilities including participant and staff safety, planning, service level standards and quality assurance.

Prepare annual Operating and Capital budgets.

Conduct, evaluate, and implement internal and external audits and special projects as assigned by the Recreation Director.

Attends Council and related board and committee meetings as needed and presents staff recommendations, reports, and/or responses regarding the Department.

Assists and participates in operations of Bid Specification Committee and various other City bid selection committees.

Creates and organizes community groups to spearhead recreation endeavors.

Performs additional duties in absence of Parks and Recreation Director, including approving accounts payable or payroll checks and approving timesheets.

Serves as liaison or representative of the department as designated by the Recreation Director.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a

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logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by others.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Parks/Recreation Administration, Public Administration, Sports Management supplemented by five (5) years of responsible administrative level experience in recreation management that includes four (4) years of supervisory experience; or a Master's degree in Parks/Recreation Administration, Public Administration, Sports Management supplemented by three (3) years of responsible administrative level experience that includes two (2) years of supervisory experience; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Valid Florida Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well established policies, procedures and standards.

Language Ability: Requires the ability to read a variety of City codes, policy and procedure manuals, contracts, maps, professional journals, blueprints and drawings. Requires the ability to prepare reports and correspondence with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

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ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Physical Communications: Requires the ability to talk and/or hear: (talking; expressing or exchanging ideas by means of spoken words; hearing; perceiving nature of sounds by ear).

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Color Discrimination: Requires the ability to differentiate colors and shades of colors.

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