

DEPUTY DIRECTOR OF RECREATION AND PARKS

DISTINGUISHING FEATURES OF THE CLASS: This is professional level work involving administrative responsibilities as well as responsibilities for planning, organizing and supervising major segments of community recreations programs. General direction is received from the Director of Parks & Recreations. Supervision is exercised over a number of recreation subordinate personnel including program leaders and clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts for and in the place of the Director of Recreation & Parks in his absence;

Appoints, supervises and terminates recreation and park employees as appropriate;

Assists in planning, organizing, directing and reviewing administrative procedures and policies necessary to the operation of the Department of Recreation & Parks;

Assists the Director with the preparation of the annual budget; et;

Plans, promotes and supervises special activities and recreation cultural events;

Promotes the organization of recreation activities and park operations to insure maximum use of the facilities;

Supervises and reviews the work of the departmental subordinates and reports periodically to the Director;

Supervises the recruiting and training of personnel;

Prepares publicity and news releases for an assigned portion of the recreation program;

Establishes records and makes reports;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of recreation administration, theory and practices; good knowledge of parks and recreation management; good knowledge of program planning and implementation; good knowledge of supervision; working knowledge of business administration; working knowledge of community organizations; ability to work with groups of varied ages and interests; ability to communicate effectively both verbally and in writing.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree in recreation or a related field, and one (1) year experience in the administration of recreation and/or park services which shall have included supervisory experience; or
- b) Bachelors degree and two (2) years experience in the administration of recreation and/or park services which shall have included supervisory experience; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.