



DEPUTY DIRECTOR OF PARKS & RECREATION

Department: Parks & Recreation
Job Class #: 164000
Pay Range: Executive 07

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

The Deputy Director assists in the management and coordination of the Department. The Deputy plays a significant role in administration of departmental initiatives related to the delivery of park and recreation services including needs assessments, program development, marketing, cost-recovery analysis, and resource management. The position is highly responsible and carries department-wide authority. The Deputy acts on behalf of the Department Director and assumes the duties of the Director in his/her absence or as directed.

ESSENTIAL FUNCTIONS:

- Act as Director of Parks & Recreation in the Director's absence.
- Perform administrative and supervisory functions relating to program and operational activities and personnel who deliver system-wide services;
- Coordinate major projects to advance strategic direction; implement department-wide initiatives; determine work priorities, and issue work assignments to the department's management team.
- Provide executive leadership by streamlining processes, finding efficiencies and improving products; coordinating, preparing, reviewing and administering the park and recreation annual operating budget.
- Make presentations to County administrative officials and/or the County Council as required; represent the department in coalitions and to partners as necessary.
- Act as an integral member of departmental management team focusing on cross-program, cross-division and department-wide issues and initiatives.
- Monitor changes in federal, state and local laws and regulations to ensure department maintains compliance and is positioned to take advantage of opportunities
- Monitor hiring, training, scheduling and assignment of employees. Coordinate the department's extra-hire recruitment and retention strategies.
- Counsel employees on performance goals and evaluate job performance. Provide interpretation of personnel policies; approve or deny use of sick leave, vacation leave, and overtime. Initiate disciplinary action and respond to grievances at the first level; assist with the resolution of sensitive labor relations issues.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the County, department, divisions and individual work groups.
- Collaborate with Executive Leadership team to identify, track, and report on performance measures and train team to use data for business decisions; update park profiles and produce the annual report for the department.
- Prepare reports and other materials for presentation to citizen advisory groups, and other community groups, or public bodies.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed with considerable latitude for independent judgment and the employee is expected to manage services and staff in conjunction with the Department's mission. Work is reviewed by the Director for compliance with regulations, policies and procedures. The Deputy Director of Parks & Recreation has full supervisory responsibility for assigned employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to meet the travel requirements in order to attend meetings at various field sites and locations. The ability to sit for prolonged periods of time. Finger dexterity is required in order to use and operate a personal computer and related office equipment. The use of eye sight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. The use of verbal and written communication is performed on a frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of:

- Continuous process improvement techniques.
- The methods and techniques of budget preparation, analysis and monitoring.
- Parks industry standards such as cost-recovery, level of service and sound resource management practices. Program design and development to meet community needs.

Knowledge of:

- The basic principles of effective management and supervision.
- Pierce County organizational structure and relationships of the department with other County departments, the Pierce County Council, other branches of government and outside agencies.
- Current literature and recent developments in all areas of departmental responsibility.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Establishing and maintaining strong relationships with various groups and organizations including, state, federal and local officials.

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Ability to:

- Provide strategic direction, plan, establish goals and objectives, as well as implement department policies and procedures, and short- and long-range goals.
- Analyze situations quickly and determine proper course of action; and, use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of the department/County goals and objects.
- Effectively assign, evaluate, and supervise professional staff, including subordinate managers and supervisors.
- Establish and maintain effective working relationships with department managers, supervisors, and employees, as well as officials, providers/contractors, other agencies and the general public.
- Develop and administer complex policies and procedures, regulations, systems and other activities.
- Oversee the development of a large and complex budget, make recommendations regarding fiscal policy to the Director.
- Work under stress and pressure and respond to crises or emergency situations;
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Bachelor degree in business, parks and recreation services, public administration, or related field, and six or more years of progressively responsible management experience, including four years in a supervisory capacity of professional, technical and/or administrative personnel is required. A master's degree preferred. Additional education or experience may substitute equally for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. Ability to successfully complete Pierce County background investigation prior to employment is required.