



City of Tempe

DEPUTY COMMUNITY SERVICES DIRECTOR - PARKS & RECREATION

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	020	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$107,287
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$144,837
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

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 years of professional experience in parks or recreation administration including three years of supervisory responsibilities.
<i>Education:</i>	Requires a 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 desirable.
<i>License / Certification:</i>	Must possess and maintain 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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Facilitate the provision of the highest level of quality customer service possible for Parks and Recreation customers. Ensure that customers are provided the Division's services in the most courteous and friendly manner possible.
- 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 work flow; 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 work load, 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.
- Coordinate, contribute and use best management practices.
- Provide the leadership for employees in team building, responsible decision making and problem solving.
- Maintain effective and consistent one on one dialogue with staff on a regular basis; provide strong leadership by example in ensuring all managers and supervisors actively engage their employees to outstanding performance.
- Directly and consistently address performance by rewarding good performance and if necessary progressive discipline.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Respond on a 24-hour basis to manage emergency situations.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

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 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

Effective November 15, 1988

Revised July 2002 (Range Changed)

Revised March 2006 (job duties, title, and range change) Revised Dec 2010 (Title change)

Revised November 2012 (update to min qualifications and job duties)

Revised January 2017 (update job duties)

Revised January 2019 (update job title, job duties change due to dept reorg)