



## City of Irving Job Description

### Parks and Recreation Director

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	00301	<b>Reports To (Job Title):</b>	Assistant City Manager

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#### PURPOSE

To plan, promote, organize and administer the Parks and Recreation Department; coordinate assigned activities with other City departments and outside agencies and provide administrative support to City Management.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Develop, plan, and implement goals and objectives for Parks and Recreation activities and programs and recommend and administer policies and procedures.
- Develop, administer, monitor and coordinate the department budget and recreation center revenue accounts, including operating accounts and capital improvement projects.
- Develop reports and make presentations and recommendations to the City Manager, City Council, other City departments, various boards and agencies and community groups.
- Direct, oversee, and participate in the development of the Parks and Recreation Department's work plan; assign work activities, projects and programs; monitor work flow and reviews and evaluates work products, methods and procedures.
- Develop the agenda and facilitates the Parks and Recreation Advisory Board, attend and participate in professional groups and committees and stay abreast of trends and developments in parks and recreation planning and programming.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Develop, implement and monitor annual department goals, objectives, performance measures and strategic plans.
- Analyze customer needs and service deficiencies and recommend resources and programs.
- Develop and coordinate internal and external communication plans, including memos, newsletters, brochures and marketing tools.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Develop and review staff reports related to parks and recreations services and activities.
- Facilitate and serve as primary liaison for the Advisory Committee on Disabilities, Tree Board, Youth Council and Senior Services Advisory Committee.
- Initiate departmental training programs.
- Coordinate and oversee the use of Parks and Recreation Department personnel, equipment and facilities to assist in emergency and civil disaster situations where needed.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 348 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and administer budget of approximately \$12M annually.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in park administration or a closely related field.

### **EXPERIENCE**

- Minimum of ten (10) years of related experience, including at least five (5) years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, may be required.

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems and customer satisfaction evaluation techniques.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.

### **SKILLS AND ABILITIES IN**

- Functional Supervision: Motivating, developing, and directing people as they work.
- Planning: Sensing the environment and setting goals and objectives.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Tailored Expression: Communicating information and ideas both in writing and orally so others will understand, including the ability to communicate effectively with an audience and respond to inquiries.

## **GUIDANCE RECEIVED**

### **City Mission and Goals**

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

## **CONTACTS**

Has contact with Mayor and City Council Members, School District, Advisory Councils, Chamber of Commerce and Civic organizations, as well as Irving residents.

## **EQUIPMENT AND PROPERTY**

Must operate a computer and/or laptop.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, sit, stand, and/or talk. Occasionally, s/he is required to drive a vehicle, carry, kneel, and/or walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to a dirty environment, electrical hazards, outside weather conditions, moving mechanical parts, and/or toxic or caustic materials. The noise level in the work environment is usually low.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.