



City of Phoenix DEPUTY PARKS & RECREATION DIRECTOR

JOB CODE 41660

Effective Date: Rev. 05/07

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to direct, administer, and develop programs, and oversee activities for the City of Phoenix parks and recreation system, planning, research, and development programs which can include land acquisition, and capital development and grants which are provided through a variety of funding mechanisms. Incumbents oversee one or more operations in Parks Development, Specialized Outreach, Specialized Maintenance, Natural Resources, Sports Turf Management, and parks and recreation operations in a defined geographic area, or the departments Management Services operations. The Deputy Director acts as a project manager and City negotiator for major projects. Considerable initiative and independent judgment is exercised, and work is evaluated by an Assistant Parks and Recreation Director or Director on the basis of results achieved. The Deputy Director is responsible for managing large complex projects which cross departmental lines and require special skills in dealing with city departments, community groups, and not-for-profit agency boards and executive staff. Deputy Directors are responsible for the management of professional, technical, and field operations staff.

ESSENTIAL FUNCTIONS:

- Directs staff responsible for planning, funding, and operating parks and recreation facilities, including evaluating proposed public/private development of park property to determine project funding potential and financial impact.
- Directs staff responsible for developing, organizing, and administering citywide specialized maintenance and special programs.
- Directs staff responsible for budget analysis, accounting, technical services, support services, management research, and operations analysis functions.
- Plans, prepares, and manages a division budget and budget requests and controls expenditures allotted.
- Oversees the department's fiscal condition and overseeing the preparation of multi-year capital improvement programs.
- Establishes priorities for long-range planning purposes.
- Evaluates the adequacy of existing district facilities, recommends improvements, participates in the planning of new recreation facilities, park development, and citywide programs and activities.
- Reviews district or division programs and discusses improvements.
- Writes City Council reports and Parks and Recreation Board Reports and makes presentations.



City of Phoenix

- Represents the City with direct responsibility for negotiations, including preparation and implementation of leases and professional services contracts.
- Oversees the handling of work elements on complex projects in a rapidly changing environment.
- Works closely with citizen groups and not-for-profit agency boards in the development, planning, and use of capital bonds for projects relating to their interests and agencies.
- Prepares and supervises the preparation of complex comprehensive public and administrative reports (e.g., unit production and cost statistics, activity reports).
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public administration.
- Principles, methods, and practices of municipal finance, budgeting, and control.
- Federal and state programs relating to municipal affairs.
- Project development, management, monitoring, and control systems.
- Research techniques, methods, and procedures.
- Real estate development feasibility.
- Principles and practices of statistics with particular reference to the application of financial and operating statistics.
- Principles and practices of supervision and personnel management.
- Community recreation programs and organizations.
- Principles, methods, materials and practices used in park maintenance, park management, and public administration.
- Work performed in building trades.
- Principles and practices of development and operation of public parks maintenance and recreation programs.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Analyze, interpret, and report research findings and recommend and implement appropriate action.
- Prepare and present difficult, complex financial and administrative reports.



City of Phoenix

- Negotiate on the City's behalf in the development of personal services contracts and in the acquisition and development of park lands.
- Organize and direct a comprehensive division operation.
- Exercise sound judgment.
- Communicate orally in the English language with customers, clients, or the public using a telephone or in a face-to-face, one-on-one setting or group setting.
- Comprehend and make inferences from written material.
- Walk over rough, uneven, or rocky surfaces.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on the job training setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other City staff, outside agencies and the general public.
- Resolve customer or citizen complaints in accordance with established policies and regulations.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.
- All positions are subject to periodic rotations throughout the various divisions as deemed appropriate by the department director.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of progressively responsible experience in government or non-profit large agency management positions, including three years of experience in an administrative position with supervisory responsibility and responsibility for program management and budget administration, including management experience for capital projects, plus a bachelor's degree in recreation or parks management, public or business administration, or finance and accounting. Other combinations of experience and education that meet the minimum qualifications may be substituted.