



City of Phoenix
PARKS AND RECREATION DIRECTOR
(Non-classified)

JOB CODE 41700

Effective Date: Rev. 01/02

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to direct the Parks and Recreation Department through delegation of responsibility to Assistant Directors, Deputy Directors, and section heads for day-to-day operations, and administer a diverse recreation program and municipal park system, which includes municipal land preserves and major league baseball training facilities. The Director advises and consults with the Parks and Recreation Board on department policies and procedures. Work involves coordination of diversified community enrichment programs in recreation through the development and use of appropriate facilities, equipment, and trained personnel. General supervision is also exercised over the acquisition, development, improvement, and maintenance of parks, public recreation and cultural facilities, and other public grounds, as well as the development of an archaeological museum and local Native American ruins. The Parks and Recreation Director exercises considerable independence in carrying out policy decisions and departmental goals under general direction of the City Manager.

ESSENTIAL FUNCTIONS:

- Plans, directs, inspects, and reviews parks, playgrounds, swimming pools, golf courses, buildings and related facilities, operations, and maintenance activities for a Citywide park system;
- Plans and directs, park and recreation facility acquisition, development, and improvement;
- Plans and directs the development of an archaeological museum and local Native American ruins;
- Works with departmental supervisors to plan, organize, and implement programs within areas of responsibility;
- Plans and reviews work relating to department budget;
- Advises and consults with the Parks and Recreation Board regarding the development, operation, and improvement of the City's parks program;
- Consults with other governmental officials about the operations of park systems and keeps the public informed through public appearances and special reports;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



City of Phoenix

- 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 with special reference to departmental personnel and budget administration.
- Activities, objectives, and ideals of community enrichment programs.
- Facilities and equipment needed for parks and recreation programs.
- Methods, equipment, and materials used in parks and ground maintenance.
- Philosophy and objectives of public recreation, psychology, and sociology.
- Leadership styles and skills.

Ability to:

- Direct a large department concerned with varied activities and to organize for seasonal changes in operations.
- Plan, direct, and effectively interpret departmental policies to the employees and the public.
- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Comprehend and make inferences from written materials.
- Work cooperatively with City Council, City Management, employees, other governmental officials, boards, and the general public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Professional registration in the National Parks and Recreation Association or an affiliated state association comparable to the Arizona Parks and Recreational Association is required prior to the completion of the probationary period.
- This position requires the use of personal or City vehicles on City business. The individual 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.



City of Phoenix

- This position will require the performance of other essential and marginal functions when assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in the direction of organized recreational activities or parks administration with authority for program operation and budget administration, and completion of a master's degree in recreation, parks administration, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.