JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Parks &amp; Recreation Deputy Director</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Parks &amp; Recreation</td>
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<tr>
<td>Reports to Position:</td>
<td>Parks Director</td>
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<tr>
<td>Location:</td>
<td>Thomas Park</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>8/9/18</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Payscale</td>
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<tr>
<td>Overtime Status:</td>
<td>Salary</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

The Deputy Director will manage daily operations of assigned functional areas and provide technical support as needed. This person will perform complex professional and administrative work with an emphasis in operations administration, recreational activities and events; business service delivery; accounting and budget oversight. The Deputy Director will provide leadership assistance to the Director in planning, coordination and management of the entire department and act on behalf of the Director during absences. All duties are performed in accordance with applicable laws, resolutions and city policies.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Manages the day to day operations of all business-related activities and provides oversight and guidance to managers and supervisors.
- Manages staff by planning prioritizing tasks; ensuring policy and procedure compliance; recommends changes and adjustments; develops staff through training and mentoring; evaluates employee performance and makes recommendations for promotions and/or discipline as needed.
- Develops and administers the annual budget for assigned functional areas: makes recommendations to the Parks & Recreation Director; monitors budget expenditures; ensures revenue collections; and oversees payroll, procurement and accounts payable.
- Develops and implements the department’s annual Capital Improvement and divisional Work Programs.
- Develops the implementation of programs, events and services; evaluates efficiency and effectiveness of functional area operations and implements improvements as necessary.
- Develops agendas and packet materials for city council, boards and commission meetings.
- Attends city council, boards and commission meetings as required.
- Actively participates on the City of Marion Leadership Team.
- Assumes leadership role in developing and maintaining professional relationships with interdepartmental, local and regional partners.
- Maintains a comprehensive knowledge of parks, recreation, urban forestry and cemetery standards, codes and regulations. Stays up-to-date on industry trends and maintains professional affiliations.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of modern principles and practices of parks, urban forestry, cemetery and recreation programing.
- Knowledge of public facility management.
- Knowledge of administrative and budget management practices and principles.
- Knowledge of City and department policies and procedures.
- Knowledge of computers, hardware and software.
- Knowledge of marketing and promotions best practices.
- Skill in planning, developing, implementing and monitoring policies, procedures, rules and regulations.
- Skill in planning, developing, implementing and monitoring park development projects.
- Skill in performing cost/benefit and return-on investment analyses.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
• Skill in written and verbal communications
• Knowledge of Microsoft Suite.

**ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES**

*List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:*

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas for the purpose of inspecting parks, work sites and cemetery land.
- Ability to visually review the department’s facilities and the work of subordinates.
- Ability to read, speak, write and understand English to effectively communicate with employees, citizens, boards/commissions and City Council by telephone, in written form, or face to face.

**QUALIFICATIONS**

*List the minimum requirements to be considered for this position:*

- Graduation from an accredited college or university with a Bachelor's degree in Parks & Recreation, Public Administration, Natural Resources, or related field.
- Five (5) consecutive years of management experience. Responsibility for the oversight of recreation programs, parks, fleet and facilities preferred.

**WORKING CONDITIONS**

*List working conditions for this position:*

- Work will primarily be performed in an office setting.
- Occasionally will need to perform duties outdoors and work with staff who primarily perform their duties outdoors.
- Works a standard work week
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*

- Sex Offender Registry
- Criminal Background Check
- Credit Check
- Drug Screening
- Driving Record
- Pre-Employment Physical