

MANAGER, PARKS & RECREATION

PURPOSE: Direct and manage park and recreation programs within the City of Duluth.

FUNCTIONAL AREAS:

1. Plan, direct and evaluate parks and recreation operations and services.
 - A. Establish short- and long-range goals and objectives within budgetary constraints.
 - B. Review, develop, recommend and implement division policies and procedures.
 - C. Develop, administer and monitor the division budget.
 - D. Perform ongoing evaluation of resources allocation across programs and operations as related to shifting needs and interests of the community and to prevailing economic and political conditions, to ensure maximum efficiency and citizen participation.
 - E. Research funding opportunities, develop proposals, and administer grant-funded projects.
 - F. Develop rules and regulations and recommend fees for services/programs.
 - G. Ensure that all organization activities and operations are in compliance with local, state and federal regulations and laws and in conformance with industry standards and practices.
 - H. Establish procedures to monitor effectiveness and cost efficiency of programs.
 - I. Prepare various reports, records and correspondence to meet City and state requirements, community needs and applicable laws.
 - J. Develop and propose recreation program enhancements.
 - K. Coordinate division activities with other departments and outside agencies and organizations.

2. Supervise division staff.
 - A. Prioritize, assign and direct work and projects.
 - B. Coordinate work schedules and approve or reject leave requests.
 - C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
 - D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.
 - E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.
 - F. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
 - G. Effectively recommend adjustments or other actions in employee grievances.
 - H. Delegate authority and responsibilities to others as needed.
 - I. Disseminate instructions and information to employees through oral and written communications.

3. Perform related duties.
 - A. Evaluate and effectively respond to requests and complaints from the public, city staff and other entities.
 - B. Provide for effective utilization of the media to communicate parks and recreation programs, services, issues and needs to the community.
 - C. Maintain awareness of pertinent legislation, regulations, and professional developments that may affect operations, and disseminate information to appropriate personnel.
 - D. Represent the division and City to outside groups and organizations.
 - E. Attend and make presentations at meetings.
 - F. Perform related tasks as required.

JOB REQUIREMENTS

Education & Experience Requirements

- A. Bachelor's degree in recreation, parks management, leisure studies, business administration or a related field; plus four years of increasingly responsible experience directing parks or recreation programs, including at least two years of supervisory responsibility.
- B. Equivalent combination of education and experience accepted as equivalent by Human Resources.

Knowledge Requirements

- A. Knowledge of the principles and practices of parks and recreation program design and administration.
- B. Knowledge of accepted supervisory and personnel management practices and the ability to apply them effectively.
- C. Knowledge of the principles and practices of budget development and administration.
- D. Knowledge of organizational and management practices used in the analysis, evaluation and administration of programs and policies.
- E. Knowledge of research techniques, methods and procedures.
- F. Knowledge of pertinent local, state, and federal laws, rules and regulations.

Skill Requirements

- A. Skill in planning, developing, operating and evaluating recreational programs.
- B. Skill in communicating effectively, both orally and in writing.
- C. Skill in making public presentations and in public media relations.
- D. Skill in effectively managing multiple projects.

Ability Requirements

- A. Ability to analyze and effectively solve problems.
- B. Ability to estimate costs, prepare budget projections, and interpret budgetary and other financial reports.
- C. Ability to plan, organize, assign, coordinate and manage activities of staff.
- D. Ability to maintain a positive and flexible approach to changing needs within the community and the organization.
- E. Ability to effectively use computers and standard applications software.
- F. Ability to develop and maintain effective working relationships with city employees, professional organizations, other outside groups and the general public.
- G. Ability to exercise good judgment and accept personal responsibility.

Physical Requirements

- A. Ability to sit for extended periods.
- B. Ability to transport oneself to, from, and around sites of projects and meetings.
- C. Ability to occasionally lift and carry items weighing up to 20 pounds for use in presentations.
- D. Ability to frequently speak and hear to exchange information.
- E. Ability to attend work on a regular basis.

- * Essential functions of the position
- ◆ Job requirements necessary the first day of employment

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