

## **ASSISTANT MANAGER, PARKS & RECREATION**

### SUMMARY/PURPOSE

Supervise and support parks and recreation programs within the City of Duluth.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Perform supervisory and administrative work planning, promoting, managing, and evaluating major parks and recreation programs, facilities, and/or activities within an assigned area.
2. Provide supervision of assigned staff to include work and project assignments, scheduling, training, performance management, and planning.
3. Assist with policy development and procedures and record keeping maintenance systems for assigned programs and/or activities.
4. Conduct research and analysis to determine the programs, activities, and services that should be adjusted to meet public needs.
5. Prepare various reports, records and correspondence to meet City and state requirements, community needs and applicable laws.
6. Assist with establishing procedures to monitor effectiveness and cost efficiency of programs.
7. 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.
8. Prepare and disseminate public information.
9. Assist in the annual budget preparation and monitor expenditures.
10. Represent the division at meetings and make public presentations as requested.
11. Assist manager with evaluation and response to requests and complaints from the public, city staff and other entities.
12. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
13. Assist with establishing work standards, provide coaching and feedback, and conduct employee performance evaluations.
14. Represent the division and City to outside groups and organizations.
15. Perform related duties and responsibilities as required.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A bachelor's degree and three (3) years of experience in progressively responsible professional parks and recreation work to include the majority of: budget management, program planning and oversight, community engagement, facility management, and leadership; OR
  - B. Seven (7) years of full-time, verifiable education or experience which demonstrates possession of the knowledge, skills, and abilities, with at least three (3) years of supervisory level experience.
2. Knowledge Requirements
  - A. Knowledge of accepted public administration, personnel, supervisory, and fiscal principles and practices.
  - B. Knowledge of effective leadership and training methods.
  - C. Knowledge of project and program planning, implementation, analysis, and evaluation principles and practices.
  - D. Knowledge of applicable laws, rules, regulations and standards pertaining to the recreation industry and parks and recreation program and facility management.

- E. Knowledge of research techniques, methods and procedures.
  - F. Understanding of recreational activity best practices to identify and address the full range of issues associated with the work.
3. Skill Requirements
- A. Skill as an effective leader by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving issues forward within the work environment.
  - B. Skill in supervising and leading others in an open and participative work environment.
  - C. Skill in planning and evaluating recreational programs.
  - D. Skill in communicating effectively using various means, including written and oral methods, public speaking, and media relations.
  - E. Skill in providing constructive feedback, coaching, and timely intervention to address performance issues.
  - F. Skill in effectively managing multiple projects.
4. Ability Requirements
- A. Ability to analyze and effectively solve problems.
  - B. Ability to plan, organize, and execute projects and programming as well as recommend program improvements and present development strategies.
  - C. Ability to maintain a positive and flexible approach to changing needs within the community and the organization.
  - D. Ability to effectively use computers and standard applications software.
  - E. Ability to develop and maintain effective working relationships with city employees, professional organizations, other outside groups and the general public.
  - F. Ability to select employees best suited for the assigned work and demonstrates the skill necessary to effectively supervise employee performance. Effectively communicates performance expectations to employees and addresses performance issues.
  - G. Ability to manage multiple programs/projects and define, measure, and evaluate results.
5. Physical Ability 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.

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