

Parks, Recreation & Open Space Director

Classification Title: Parks, Recreation & Open Space Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs the planning, acquisition, design, construction and maintenance of natural areas, open spaces, recreational facilities and historic sites within the County. Develops short and long range plans to meet the leisure and recreational needs of County residents. Collaborates with internal and external stakeholders in the delivery of leisure service opportunities throughout the community. Provides leadership and supervision to division managers and planners.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Leads, plans, organizes, maintains and directs the facilities and services of the Parks, Recreation and Open Space Division, including the planning, design, acquisition, construction and maintenance of County park facilities and open space sites. Develops and implements policies, procedures and practices to accomplish the goals and objectives of the Division.
2	S	Represents the Division to the general public and community at large. Works collaboratively with various stakeholders both internally and externally to the county in planning for the delivery of leisure service opportunities throughout the community. Serves as an advisor to the public, the Community Services Director, County Manager, and the County Board of Commissioners on PROS activities and issues. Acts as a technical advisor for the Open Space and Parks Advisory Committee (OSAPAC), a citizen advisory board.
3	S	Oversees the preparation of the Division budget, and monitors related expenditures ensuring that the goals of the county are accomplished within the established budget. Conducts monthly monitoring of the expenditures and reallocation of fiscal resources as needed.
4	S	Develops and strives to accomplish the goals of the consolidated open space master plan. Serves on staff advisory boards as needed.

CLASSIFICATION REQUIREMENTS:

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Education	Master’s Degree in Public Administration, Business Administration or related field.
Experience	Six years experience as a director, manager or supervisor in public administration, business administration or related field.
Equivalent Education & Experience	Yes
Certification and Other Requirements	First Aid Training and CPR certification within one year of employment.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

N/A

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

N/A