



Director of Parks and Recreation

Department: Parks and Recreation
Revised: April 2016

FLSA Status: Exempt
Pay Group: 32

Role Overview:

Provide direction and leadership for the City of Hutto Parks and Recreation Department.

Organizational Impact:

Directs and has **key responsibility for long-term results** of several (or all) major organizational entities. The position has **broad and extensive impact** that affects **the long-term strategic performance of the organization**. The work involves providing overall direction for the planning, developing and execution of vital administrative, professional and technical programs. The programs are essential to the mission of the organization and affect large numbers of people on a long-term or continuing basis.

Customer Service:

Position requires the ability to **persuade and/or convince** customers to accept, cooperate and/or take specific action. **Anticipates customer needs and determines the necessary resources** to implement any required improvements in service. The personal contacts are with individuals or groups from **outside the organization** in a **moderately unstructured setting**. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical of contacts at this level are those with peers in the capacities as professionals/public officials; contractors; or representatives of community or professional organizations, local news media or public action/community groups. The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport.

Creativity and Continuous Process Improvement:

Position requires the ability to **create and/or refine complex procedures, ideas, or techniques**. Uses **independent thinking** in **complex environments**. The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work or refinement of the methods and techniques to be used. Service delivery in parks and recreation that focuses on the areas of culture, quality, employee engagement and customer service experience are a necessity.

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Responsibility for Results:

Establishes **objectives and designs processes** that support functional **organization-wide policies and strategies**. Accountabilities include solving advanced research problems, creating new or improved methods and techniques, or directing the development of business plans, resources, and staff. Also includes providing expert advice and serving in a recognized leadership role. **Formulates strategies** and **identifies research** or business initiatives that **impact organization-level decisions and results**. Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines. The employee has responsibility for independently planning, designing and carrying out programs, projects, studies or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals or strategic priorities.

Essential Duties:

1. Produce ordinances pertaining to the operation of the park and recreation system.
2. Estimate, prepare and propose the Department's annual budget and monitor operational expenditures.
3. Plan capital improvement projects and be proactive in seeking alternate funding sources to assist in financing both projects and programs.
4. Develop annual and long-term goals and objectives and perform administrative duties for Divisional reporting, customer tracking, data analysis, etc.
5. Collaborate with other departments and agencies (i.e., Texas Parks & Wildlife, Hutto I.S.D, Public Works Department, local businesses, etc.) as it pertains to parks and recreation related facilities and services.
6. Provide advice and assistance to citizens, contractors, management, etc. and act as a liaison to the related boards and commissions overseen by the department.
7. Perform contract management duties including, but not limited to, negotiating and monitoring contracts and departmental related projects.
8. Manage and encourage the professional development of PARD staff to ensure the success of the department.
9. Provides staff support to the Parks Advisory Board and the City Council. Serves as a liaison for the public on parks and recreation related issues.
10. Performs other duties as assigned.

Leadership:

Next Level Supervisor: None

Immediate Supervisor: City Manager

This Position: Director of Parks and Recreation

Direct Reports: Management Assistant, Recreation Manager and Parks Supervisor.

Supervision Received: Works under the general guidance and direction of the City Manager.

Supervision Exercised: Position **directs other managers** in overseeing multiple divisions, work units and/or work functions. Within established organizational processes, has final review responsibility for hiring, firing and disciplinary actions. Evaluates work objectives and effectiveness and modifies staffing patterns as needed. The supervisor sets the overall objectives within available resources. The supervisor, in consultation with top management, communicates strategic direction with priorities and timelines.

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Knowledge, Skills and Ability:

Broader skills are required in an **area of specialization** directly related to the work performed. Skills are typically acquired through a formal four-year college program or equivalent specialized professional training. Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as manipulating and/or adopting software to perform complex technical functions or adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations (rather than directly reading instruments or other measures); or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources.

Formal Education, Certification, License:

Bachelor's degree, four years of college, specialized professional training, or equivalent experience. Knowledge of the principles, concepts and methodology of a professional or administrative occupation that has been either (a) supplemented by skill gained through job experience to permit independent performance of recurring assignments, or (b) supplemented by expanded professional or administrative knowledge gained through relevant graduate study or experience, that has provided skill in carrying out assignments, operations and procedures that are significantly more difficult and complex.

Prior Experience:

More than 5 years and up to 7 years with five years of planning, directing, and organizing park and recreation systems for a municipality or other governmental entity.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work requires **some physical exertion**, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting of moderately heavy items, such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities, such as above average agility and dexterity.

The employee must frequently lift, carry and/or move up to 75 pounds and occasionally lifts, carries and/or moves from 76-100 pounds.

Work Environment

The work environment characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work involves **moderate risks or discomforts** that require special safety precautions, e.g., working around moving parts, carts or machines; exposure to contagious diseases or irritant chemicals; inspecting construction sites; occasional/routine exposure to outdoor weather conditions. Employees may be required to use protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves or shields.

Tools and Equipment Used:

Computer; Calculator; Telephone; Fax, Copier, Printer and Scanner machines.

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Acknowledgement:

This role description does not constitute an employment agreement and is subject to change. This description is intended to indicate the type of outcomes, essential duties and levels of work difficulty required for this role. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, at the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described or have requested/arranged reasonable accommodations to do so pursuant with the Americans Disability Act (ADA).

Employee: _____
(Print Name)

Signature: _____

Date: _____