

Code: 7519

Title: PARKS & RECREATION DEPUTY DIRECTOR

SUMMARY: Plans, organizes and directs assigned functional and operational activities of the Parks & Recreation Department and serves as the Director in the absence of same. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and directs the functions and programs of assigned divisions of the department;
Performs statutory requirements of the Director and acts as department head in his/her absence;
Represents the Department in a variety of forums, e.g., at meetings of the Parks & Recreation Commission, the County Board of Supervisors, State and Federal agencies, parks/recreation organizations, public hearings, community meetings and like events;
Responds to inquiries, complaints and requests from the community, and when applicable, directs changes in programs, policies or procedures to address community concerns;
Reviews recommendations for Capital Improvement Projects (CIP) and advises the Director, Parks & Recreation Commission or other involved planning bodies of the merits of same;
Participates in the development or review of contracts, grant proposals, Inter Governmental Agreements (IGAs) and like materials;
Plans, schedules and assigns work to division managers and coordinates work between them;
Reviews proposed budgets of subordinate divisions and participates in the development of the departmental budget;
Oversees the construction, maintenance and development of park facilities, grounds and associated support systems;
Develops and implements policies and procedures for subordinate divisions and participates in the development of departmental policies;
Directs and participates in studies affecting the economy and efficiency of departmental operations;
Recommends the selection and appointment of management and supervisory staff;
Trains, or coordinates training of, subordinate managers and supervisors;
Prepares and submits routine, recurring or special reports, analyses and recommendations to the Director, the Parks & Recreation Commission, the County Board of Supervisors and State and Federal agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- organization, structure and functions of the department;
- principles of development, marketing and maintenance of a comprehensive recreational program in response to community needs;
- principles and practices for the development, marketing and implementation of a public parks program;
- relevant local, State and Federal rules, regulations, policies and procedures for the management, development, preservation and interpretation of natural, cultural and historic resources of Pima County parks;
- principles and practices of public-sector budgeting, contracting, accounting and fiscal reporting;

- principles and practices of organizational development and management;
- principles and practices of staff/employee supervision, selection, training and evaluation;
- principles and practices of effective public relations.

Skill in:

- assessing current organizational structures, operations and resources for cost-effectiveness and efficiency, and implementing needed organizational and operational changes;
- assessing and implementing cost-effective programs to meet community recreational needs;
- coordinating diverse activities of professional, paraprofessional and support staff;
- developing, implementing and reporting budget-related activities;
- reviewing and assessing proposed Capital Improvement Projects (CIP), contracts, grant proposals, Inter Governmental Agreements (IGAs) and like materials for impact on current and future operations;
- assuring departmental compliance with local, State and Federal rules, regulations, policies and procedures affecting the provision of recreational services to the public and the operations, maintenance, development, and preservation of parks facilities/resources;
- representing the Director and department in a variety of forums;
- establishing effective relationships with others;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

An Associate's, Bachelor's or Master's degree from an accredited college or university in Business, Public Administration, Public Management, Resources Management, Management, Recreation, Landscape Architecture, or a related field and five years of administration and management experience in a parks administration, resource management, planning, landscape architecture, architecture or recreation setting.

OTHER REQUIREMENTS:

Special Notice Items: This is an appointed, unclassified position, exempt from the Pima County Merit System Rules.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.