

*Code: 7520*

*Title: PARKS AND RECREATION DIRECTOR*

**SUMMARY:** This appointed, unclassified position is responsible for planning, directing, coordinating and administering all functions and activities of the Parks & Recreation Department, and performs statutory requirements of the Parks & Recreation Commission and the County Administrator.

**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 of the Parks & Recreation Department;  
Plans, organizes and directs all Parks & Recreation programs, including open space preserves and trails;  
Plans, organizes and directs all Parks & Recreation planning and development;  
Develops and directs the implementation of departmental policies, regulations and procedures;  
Establishes and maintains contact with other governmental agencies, special interest groups and the public to resolve problems, address issues and discuss Departmental program objectives and goals;  
Implements policies and procedures as directed by the Parks & Recreation Commission, the County Board of Supervisors and the County Administrator;  
Directs certified law enforcement Park Rangers in accordance with State, County and Federal statutory requirements, laws, rules, ordinances and regulations;  
Implements and employs a system of responsible accounting and management procedures, including but not limited to, procurement, personnel, accounting, claim processing and contract development;  
Provides assistance, when needed, to the County Board of Supervisors, the Parks & Recreation Commission and the County Administrator.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of public administration, including management and organizational design;
- public-sector budgeting and fiscal accounting procedures;
- recreation and park programming and administration, to include local, State and Federal statutory requirements;
- principles and practices of land acquisition and land use management;
- principles and practices of public-sector procurement, contract management and public lease agreements.

Skill in:

- developing and administering comprehensive parks and recreation programs in response to community demands and direction of the County Board of Supervisors, the Parks & Recreation Commission and the County Administrator;
- planning, organizing, assigning, supervising and inspecting the work of professional, technical and support staff;
- implementing and maintaining Departmental fiscal and administrative controls, to include budgeting, accounting and reporting;
- developing, negotiating and administering contracts;
- establishing and maintaining effective working relationships with subordinates, other County departments, other governmental jurisdictions, advisory and appointed committee members and the public.
- communicating effectively, both orally and in writing;

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in Parks and Recreation Administration, Recreation & Leisure Services, Public Administ or a related field and eight years of progressive experience in parks, recreation or resource management, four years of which must have been in administrative or managerial capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Position may require a valid Arizona Class D Driver's License at the time of appointment.

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.

Pima County

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