

## Deputy Director of Parks and Recreation

### General Definition and Conditions of Work:

Performs complex professional and difficult administrative work planning, organizing, and directing parks and recreation programs; does related work as required. Work is performed under general supervision. Supervision is exercised over all department staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, and atmospheric conditions.

### Essential Functions/Typical Tasks:

**Assist the Director in any or all of the following:**

**Planning, organizing, directing, and supervising parks and recreation programs, services, and staff; handling personnel and public information matters; overseeing the preparation and maintenance of schedules, contracts, reports, records, and files; coordinating work with the Director and other departments; preparing reports.**

Plans, organizes, promotes, and directs comprehensive athletic, parks and recreation programs for all age groups.

Supervises and directs the activities and use of public recreation facilities such as athletic fields, courts, playgrounds, and parks.

Plans and develops recreation programs or approves activities, plans, and methods proposed by staff members.

Evaluates the adequacy of existing parks and recreation facilities and works to secure needed alterations and additions.

Meets with civic organizations and with individual citizens in order to learn the desires of the community and promote interest in recreation and park facilities.

Plans and supervises a variety of special events and programs.

Outlines work to be done in order to have recreation and athletic facilities and areas ready for use in carrying out the program.

Coordinates programs with and assists representatives of school, community, region, and other groups in developing and extending recreation and allied programs.

Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of all phases of community recreation activities and their administration; comprehensive knowledge of the principles and methods of park and recreation planning and programming; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies to City authorities, private groups and agencies and the general public; ability to plan, organize, direct and evaluate the work of subordinates; ability to communicate complex ideas, both orally and in writing; ability to prepare and present detailed reports.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with course work in recreation and park administration or related field and extensive experience in the administration of programs and facilities.

Special Requirements:

Possesses an appropriate driver's license valid in the State of Ohio.