



Town of Oro Valley Classification Description

Title: **PARKS & RECREATION DEPUTY DIRECTOR** Department: Parks & Recreation
Job Code: 2512 Salary Grade: 124
FLSA Status: Exempt

POSITION SUMMARY:

The Deputy Director will manage daily operations of assigned functional areas and provide technical support as needed. This person will perform complex professional and administrative work with an emphasis in recreational activities, events, and operations administration; business service delivery; marketing, communications and promotions; registration services, accounting, and budget oversight. The Deputy will provide leadership assistance to the Director in planning, coordination and management of the entire department and act on behalf of the Director during absences.

ESSENTIAL JOB FUNCTIONS:

- A. Develops and administers the annual budget for assigned functional areas; makes recommendations to the Parks & Recreation Director; monitors budget expenditures; ensures revenue collection; and oversees payroll, procurement and accounts payable.
- B. Manages day-to-day operations of all business-related activities and provides oversight and guidance to managers and supervisors.
- C. Manages staff by planning and prioritizing tasks; ensuring policy and procedure compliance; recommends changes and adjustments; develops staff through coaching, training, mentoring; evaluates employee performance and makes recommendations for promotions and/or discipline as needed.
- D. Directs the implementation of programs, events and services; evaluates efficiency and effectiveness of functional area operations and implements improvements as necessary.
- E. Plans and manages marketing and communications for the department to ensure alignment with program deployment and revenue capture.
- F. Manages information technology applications for the department to include recreation activity registration software and social media applications.
- G. Maintains a comprehensive knowledge of parks and recreation trends, standards, codes, and regulations. Maintains awareness of new technologies, philosophies and trends in parks and recreation; stays up-to-date on industry literature; maintains professional affiliations; and represents Oro Valley as an industry leader.
- H. Develops agendas and packet material for board/commission meetings and delivers to appropriate parties.
- I. Actively participates on the Town of Oro Valley Senior Management Team.

- J. Assumes leadership role in developing and maintaining professional relationships with interdepartmental, local, and regional partners.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of parks, recreation and cultural resources administration principles and best practices.
- Knowledge of public facility management.
- Knowledge of administrative and budget management practices and principles.
- Knowledge of Town and department policies and procedures.
- Knowledge of computers, hardware and software.
- Knowledge of marketing and promotions best practices.
- Skill in planning, developing, implementing, and monitoring policies, procedures, rules and regulations.
- Skill in performing cost/benefit and return-on-investment analyses.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Knowledge of Microsoft Suite.
- Successfully complete background investigation.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Parks & Recreation, Public Administration, Natural Resources, or related field.
- Seven (7) years' experience in increasing responsibility in management and oversight of organized parks and recreation programs and/or facilities. Five (5) of which in a supervisory capacity.
- Professional or Executive certification through the National Recreation and Park Association is required prior to the completion of the first year of employment.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work will primarily be performed in an office setting but due to the nature of parks & recreation facilities and programming, there will be the occasional need to perform duties outdoors and work with staff who primarily perform their duties outdoors.