

City of Bedford

Department of Parks and Recreation

Job Description

JOB TITLE: Assistant Parks and Recreation Director

REPORTS TO: Parks and Recreation Director

NATURE OF WORK

The Assistant Director performs administrative, supervisory, and professional work in planning, development, and operation of a public recreation and park system for the community.

QUALIFICATIONS

Graduation from an accredited four-year college or university with specialization in parks and recreation management or related field with at least 5 years of progressive experience in recreation leadership; or a combination of education and experience which provides the background to meet the requirements and challenges of this position. Certified Parks and Recreation Professional (CPRP) preferred. Proficiency with Microsoft Office software applications is required. Proficiency with park and recreation registration and scheduling applications is desired. Current CPR/First Aid Certification desired. Must have a valid Ohio Driver's License.

SCHEDULE

Regular business hours; night and weekend hours as needed or directed for recreational and park programs and special events, staff training, and other City and/or department needs.

GENERAL RESPONSIBILITIES

Program Development & Leadership

- Develop and implement departmental goals, objectives, policies, and procedures
- Manage, direct, and organize life enrichment activities that help grow and expand opportunities for all ages and interests in areas of various sports, social events, hobbies, educational, and other recreational activities

- Assist with developing, implementing and monitoring systems and procedures necessary to the day-to-day operations of the department
- Prepare reports on activities, programs, fee schedules, and recommendations
- Provide the Director with necessary information and communication regarding program area development and operations on an on-going and timely basis
- Pursue professional development opportunities designed to enhance knowledge and expertise in support of all programs and the department

Personnel, Fiscal & Operations

- Recruit, train, supervise and evaluate full-time, part-time, seasonal staff and instructors and make recommendations for improvements as needed; work with employees to correct deficiencies; implement discipline procedures; recommend employee termination
- Direct, oversee, and participate in the development of the work plan for assigned areas, assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures
- Responsible for completion of necessary work contracts, submission of payments, scheduling and evaluating contracted service providers
- Ensure training and required qualifications are updated and current for staff; i.e. CPR, CPI, AED, Concussion Training, etc.
- Assist in budget preparation and implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget
- Prepare yearly budget for program area following departmental and Director guidelines and monitor program finances and self-sufficiency goals on an on-going basis designed to sustain an agreed-upon profit margin; be responsible for day-to-day preparation and tracking of program area purchase orders, collections, refunds, etc.
- Seek alternative means of supporting and financing department programs; write grants, solicit funds and volunteer staffing from large service groups, community organizations, and individuals

- Work with department team to implement and monitor a safety/risk management plan and emergency procedures for all program areas

Communications, Marketing & Public Relations

- Communicate daily with the Parks and Recreation Director
- Fulfill public relations duties as deemed necessary by the Director
- Answer questions, conduct or direct investigations of public inquiries and complaints, and attempt to resolve complaints from the general public
- Assist with the design, coordination, and distribution of materials that support the department's marketing plan; including but not limited to, brochures, newsletters, flyers, postcards, social media, etc.
- Work with community residents, strategic planning groups, stakeholders, and department team members to enhance and improve programming and new offerings
- Coordinate on-going evaluations and assessments for programming, instructors and participants feedback for evaluation quality of programs; plan and coordinate needs assessments and focus groups as needed or requested
- Create, prepare and present effective records, reports and presentations
- Seek sponsorships, grants and other partnerships supporting the department and its' mission

Other/General

- Work as a committed team member with all staff in promoting and exemplifying the mission, goals, principles and philosophies of the department to the community
- Meet all management and supervisory deadlines and requests of the department in a professional and timely manner
- Ability to appropriately and successfully represent the City and the department
- Communicate and assist other City departments as needed
- Regular and predictable attendance

- Ability to get along with others
- Other duties and responsibilities as assigned by the Director and/or City Manager

KNOWLEDGE & SKILL COMPETENCIES:

- Knowledge and application of quality standards related to general operations of a comprehensive, wide-ranging youth and adult recreation program
- Knowledge and application of legal codes, regulations and policies related to operations including confidentiality, ADA, health and safety, labor laws and budget development; as well as, laws and regulations that affect professional conduct with children, families, staff and the community
- Knowledge and application of practices that support diverse cultural, ethnic, linguistic and varying socioeconomic backgrounds
- Knowledge and application of effective public relations and marketing to provide outstanding customer service and promote positive image of Bedford Parks and Recreation
- Ability to effectively communicate in writing, verbally, electronically and in person to a variety of stakeholders
- Ability to prioritize diverse and changing duties and responsibilities
- Knowledge and application of technology including high level of computer skills
- Ability to evaluate work product effectiveness for self and staff and serve in a culture of professionalism, continuous improvement and ethical conduct
- Ability to evaluate programs and activities by means of evaluation tools, enrollment numbers, and discussion with coaches, staff, instructors and participants
- Meet other general qualifications of the City of Bedford and the Bedford Parks and Recreation Department

