



PARKS AND RECREATION DEPUTY DIRECTOR

390

Jamestown
1607

DEPARTMENT: Community Services/Recreation Administration

NATURE OF WORK:

Assists the Parks and Recreation Director in the management and administration of the Parks and Recreation Division.

Performs advanced professional and administrative work requiring management, supervisory, and analytical skills as well as knowledge of Parks and Recreation programs and operations. Provides direct supervision to one or more units in the Parks and Recreation Division.

Duties are performed under the managerial direction of the Parks and Recreation Director.

ESSENTIAL FUNCTIONS OF THE JOB:

Coordinates division needs with Financial and Management Services, Human Resources, and other departments of the County. Expedites services for the units of the division.

Researches and analyzes data and information related to the programs and activities of the division, as well as those proposed for the division.

Represents the Parks and Recreation Division and the Director on various occasions and serves on a variety of internal and external committees. Acts in the absence of the Director.

Prepares written and oral reports for action by the Director, Manager of Community Services, County Administrator, and/or Board of Supervisors.

Conducts and supervises a wide variety of special projects in the Division including policy analysis and development, program and facility development, and customer service enhancement.

May provide supervision and direction to one or more of the following units:

Parks:

Responsible for planning, development, and daily operation of public park land and facilities contained within.

- Works with staff to make daily operational decisions and forecast long-range planning needs to meet requirements of the County's approved Comprehensive Plan.
- Works closely with park staff to determine, recommend, and enforce public facility policies which are in the best interest and safety of citizens using JCC public park lands.

Community Center Administration:

- Works closely with the Community Center Administrator to ensure the smooth operation of the James City-Williamsburg and James River Community Centers.
- Listens to concerns from staff and citizens needed to keep the policies and operation of the community centers up to date and customer friendly in a rapidly changing community.
- Works with staff, community organizations, and surrounding community to ensure the programs and operation of the community centers are meeting their needs.

Administrative Services:

- Works with staff to determine and recommend short- and long-range policy related to information technology and division network administration.
- Ensures that staff and County resources are being used wisely related to software and hardware acquisition and operation.
- Assists in ensuring the Division is taking steps to provide outstanding customer service through technological advances.
- Works with Division and County staff to ensure network security.
- Works with members of the Quality Improvement Council to ensure employee and Division operational and personnel issues are addressed in a timely and appropriate manner.
- Assists staff in the formulation of an annual marketing and communication plan.
- May also assist in the development and operation of the employee orientation, training, and recognition programs.

Budget and Finance:

- Oversees staff with the timely development and implementation of the Division's annual operating budget.
- Assists with the establishment and enforcement of regular expenditure and revenue reporting and forecasting.
- Provides direction for needed budget adjustments, transfers, and requests.
- Oversees staff in the daily collection and deposit of public funds generated through fees and charges.
- Assists Division and County staff in the formulation and monitoring of cash management practices.

Recreation and Youth Services:

- Ensures that programs and services being offered are responsive to the community, adult and youth citizenry, and citizens with “special needs.” Assists staff in evaluating needed programs, services, and their appropriate fees and charges.
- Ensures that the Division continues to develop public/private partnerships as its “program and service delivery model.”
- Works very closely with Youth Services staff to confirm networking with County, community, and State agencies to provide effective programs and services.

Practice continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed mainly in an office setting. Operates standard office equipment to include computer keyboard, telephone, calculator, copy machine, etc. Requires travel to other Parks and Recreation locations. Requires driving County or personal vehicle to meetings and other division office locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of management and supervisory practices.

Thorough knowledge of data analysis and collection principles.

Some knowledge of parks and recreation principles and practices needed to oversee programs and services.

Some knowledge of the operation and administration of parks and recreation facilities and services.

Ability to analyze information and make recommendations.

Ability to manage several projects simultaneously and to meet deadlines.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with staff, other County officials, and the public.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Parks and Recreation Administration, Public Administration, Business Administration, or a closely related field; extensive management and administrative experience in Parks and Recreation, local government or related field including considerable supervisory experience; or any equivalent combination of acceptable education and experience providing the knowledge and skills cited above.

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Revised Date: May 2006

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: P&R Deputy Director Position Number: 390
Department: Community Services Division: Recreation Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgements
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other Community Leaders
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓					✓		
Sit			✓					✓	
Walk		✓						✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			