

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Assistant Director Recreation Services	<b>BAND/LEVEL:</b>	Mgmt IV
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	1015
<b>DIVISION:</b>	Recreation Services	<b>DATE:</b>	11/13/2013
<b>REPORTS TO:</b>	Director, Recreation Services	<b>FLSA STATUS:</b>	E
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 520

**REPLACES:**

**DATE:**

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### **JOB SUMMARY STATEMENT:**

Directs, manages, supervises and coordinates the operation, programming and maintenance of the City's community center facilities; cultural, athletic and aquatics programming development and implementation; coordination of assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Recreation Services Director. Serves as the department's safety coordinator and is a member on the City's Safety Council.

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### **DUTIES AND RESPONSIBILITIES:**

1. Directs and manages assigned services and activities of the Recreation Services Department which include the operation and maintenance of the community centers, the development and implementation of adult and youth sports programs, coordinating staff support for community service and recreational programs, and providing staff assistance to the department. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within department policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for the assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Oversees the development of programming and special events for community cultural celebrations; works with other agencies and volunteers to facilitate events.
6. Oversees and participates in the development and administration of the division's annual budget to include revenue producing programs and opportunities; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
7. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to the programs, policies and procedures as appropriate.
8. Assists the Director in the development and administration of department's operating budget; Capital Improvement Program, long range planning goals and objectives, policies and procedures.
9. Serves as principal advisor to the Recreation Services Director on all department matters. Supports the Director in undertaking special assignments on matters of specific interest/concern. Acts as Director, Recreation Services in the absence of Director.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreational services program development and implementation.

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Safety Coordinator Responsibilities:

The Department Safety Coordinator shall execute and / or ensure that the following roles and responsibilities are performed.

1. Verifies that employees obey all safety rules and instructions.
2. Inspects and corrects unsafe conditions or practices. Promotes safety awareness and encourages a proper safety attitude by example.
3. Inspects work facilities and equipment for proper housekeeping.
4. Instructs employees how to select the right tool and equipment for the job and how to use them safely.
5. Reports serious injury/illness and property damage incidents to the Administrator, Safety & Loss Prevention immediately and follows up with an Incident Investigation Report within forty-eight (48) hours. Coordinates first aid or medical attention.
6. Authorizes employees to use, adjust, alter, and repair equipment in a safe manner and to utilize lockout / tagout procedures as necessary.
7. Supervises the procurement and distribution of personal protective equipment and verifies that it is kept in good condition.
8. Recommends appropriate discipline of department employees for violating safe work practices.
9. Instructs employees in the proper lifting techniques.
10. Verifies that employees know and understand Material Safety Data Sheets (MSDS) for the chemicals that they are working with.
11. Establishes an annual safety training calendar of programs and training to be presented during safety meetings.
12. Establishes safety training for interdepartmental operating procedures and standard operating procedures.
13. Coordinates defensive driving course training for City drivers.
14. Must be familiar with evacuation procedures and fire fighting equipment locations and their proper use.

Safety Council Responsibilities:

1. Reviews monthly citywide incident summaries. Where appropriate, recommends preventive measures to reduce reoccurring injuries and accidents.
2. Reviews all incidents involving city employees to determine whether such incidents were preventable or non-preventable and submits findings and conclusions to the responsible department director.
3. May participate in Appeal Process for preventable accidents.
4. Assists City's safety professional in evaluating Interdepartmental Operating Procedures.
5. Evaluates supervisor/employee accountability for safety and loss prevention measures.
6. Accompanies the City safety professional during quarterly safety audits / inspections, and make recommendations.

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7. Encourages and reviews all safety suggestions submitted to the City's safety professional. Acknowledges, in writing, all safety suggestions submitted to the Council for consideration along with the outcome of each suggestion.
8. Participates in safety training to include hazard identification and incident investigation.
9. Assists safety professional with coordinating the City's Midyear Safety Event.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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### **GENERAL QUALIFICATIONS**

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#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in Parks and Recreation Administration or a related field of study , or an equivalent combination of formal education and experience required.

#### **EXPERIENCE:**

Five years of increasingly responsible recreation services program development experience, including two years of administrative and supervisory responsibility.

#### **SKILLS:**

1. Organizational skills
2. Excellent oral and written communication skills
3. Supervisory skills
4. Project management skills
5. Group presentation skills
6. Attention to detail
7. Basic math and accounting skills
8. Budget-related skills
9. Analytical skills

#### **MENTAL REQUIREMENTS:**

1. Ability to work in environment with many distractions and interruptions
2. Ability to assess situation and make recommendations
3. Ability to exhibit diplomacy and judgment when dealing with City employees and the general public
4. Ability to exhibit abstract and logical reasoning
5. Carry out assignments through oral and written instructions
6. Ability to train and guide others
7. Ability to recognize and comprehend confidential information
8. Ability to work independently
9. Ability to compute basic math and apply basic accounting procedures
10. Ability to negotiate contracts and operating agreements.
11. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
12. Ability to research, analyze and evaluate new service delivery methods and techniques.
13. Ability to interpret and apply Federal, State and local policies, laws and regulations.

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**PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls
2. Ability to speak to an individual or a group for an extended period of time
3. Ability to operate office equipment such as copy machine, calculator, fax machine, typewriter and personal computer
4. Ability to operate City vehicles
5. Ability to lift 20 pounds and transport 20 feet
6. Mobility to visit/tour City facilities, public and private buildings
7. Ability to stand, lift, bend, push, pull, and walk in order to inspect and monitor all facilities

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct

- Recreation Supervisor (TRCC)
- Aquatics Supervisor
- Community Center Manager
- Customer Service Representative
- Customer Service Representative, Sr.

Indirect

- Administrative Clerk (PT)
- Tennis professional - contract
- Seasonal & Part-time personnel (approximately 300)
- Recreation Supervisor (Marketing & Farmer's Market)
- Farmstead Superintendent

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**