

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Parks & Recreation Director
Department: Parks and Recreation
Division: NA
Date: January 19, 2023

Job Code Number: 135
Grade: 20
FLSA Status: Exempt
Location: CenterPlace Event Center

GENERAL PURPOSE

Performs responsible administrative work overseeing the City's community and park facilities including management, operations, maintenance, and enhancement of these facilities. Considerable independent professional judgment is exercised in solving problems within the assigned work area utilizing contacts with inside and outside sources in conjunction with planning for and providing services to facility users. Performs a variety of complex professional and administrative oversight in planning, directing and implementing recreation programs.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises administrative direction over the CenterPlace Coordinator and Recreation Coordinator and other support staff, part-time, contracted or seasonal personnel either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for administration of the budget, operations, supervision and management of recreational programs, parks and related park facilities, and CenterPlace Regional Event Center. Coordinates and interfaces with other Directors, contracted services providers and other staff to direct activities of the operations, events, and marketing.

Prepares annual budget and is responsible for all expenditures. Manages and supervises assigned operations to achieve goals within available resources; performs cost control activities; monitors revenues and expenditures; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Promotes interest in City parks facilities and parks and recreation programs through publicity, joint program brochures with various community groups, contract service providers, event planners and event attendees. Develops and maintains positive relationships with City staff. Negotiates and administers leases with other governmental and quasi-governmental agencies, private businesses and individuals for events ranging from one-time small gatherings to recurring large scale annual

community events. Ensures the successful staff support of each event.

Monitors the maintenance, construction and repair of City parks, related parks facilities, and CenterPlace Regional Event Center directly and through management of contracted maintenance services.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Develops and implements the parks, recreation and open space master plan; responsible for a planning area of 38.5 square miles, including 344 acres, 11 city parks, three aquatic facilities, 2 paved multi-modal trails, several natural areas, the CenterPlace Regional Event Center, and various other facilities.

Responsible for developing policies and procedures. Provides professional advice to supervisors; makes presentations to the City Council, boards, commissions, civic groups and the general public. Maintains liaison with other departments as well as state, local, and other public officials.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

PERIPHERAL DUTIES

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a college or university with a Bachelor's degree in, Recreation, Business Administration or a related field, including course work in organization and administration; and

(B) Seven years of progressively responsible experience in operating public or private buildings and other physical assets for event or recreational purposes, recreational programs or related field, including at least two years supervisory experience; or

(C) An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills, Abilities, and Other Traits:

(A) Thorough knowledge of the equipment and facilities required in major event facility operations; knowledge of the principles and practices of modern parks and recreation programs; extensive knowledge of the principles and practices of maintenance and construction of public

buildings and park facilities; considerable knowledge of community recreation needs and resources; working knowledge of the principles and practices of office management, work organization and supervision;

(B) Skill in operation of listed tools and equipment; and

(C) Ability to analyze operating conditions, identify potential problems, and take appropriate action to ensure the successful administration of City facilities. Ability to plan, organize, coordinate and implement community programs; ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception,

and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.


The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: January 19, 2023

Revision History: July 1, 2007 – Update
May 15, 2003 - Established