



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Assistant Director – Parks Operations **LAST UPDATED:** 09/10/2014
DEPARTMENT: Parks and Recreation **JOB CLASS:** 64
REPORTS TO: Director of Parks and Recreation **FLSA DESIGNATION:** Exempt

Summary: Under general direction, assist the Director of Parks and Recreation in the operation and management of the Parks and Recreation Department. Assist in planning, organizing, and directing all work related to the programs, facilities, and land for which the Parks and Recreation Department is responsible for. Manage activities of the Park Services and Park Planning and Capital Projects Divisions Superintendents and assigned staff within the Department.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Manages and evaluates superintendents and landscape architects in Park Services and Park Planning and Capital Projects Divisions.
- Oversees the management, direction and organization of the park maintenance and operational activities.
- Oversees personnel in planning and scheduling work at multiple locations.
- Prepares division budget estimates and administration of approved division budget expenditures.
- Assists in the development and implementation of policies, procedures, and long range plans within the department.
- Directs contract negotiations with outside planning consultants to provide assistance in park planning, architecture, and long-range planning.
- Develops the scope of services and negotiate professional services agreements.
- Directs work of consultants through schematic design, design development, construction documents and construction and construction administration.
- Directs construction project bidding processes in accordance with established City Purchasing procedures, including a variety of project delivery methods for capital projects.
- Oversees construction contract administration through the Park Planning and Capital Projects staff.
- Manages comprehensive urban forestry program with assistance from staff, state agencies, and professional consultants.
- Conducts safety investigations within the City including parks and recreation system integrity and problems as they may exist as well as any operational issues related to compliance with all applicable regulations.
- Conducts on-site inspections in all kinds of terrain.

Other Important Duties:

- May be required to acts as the Director of Parks and Recreation as required.
- May be required to work some evenings and weekends.
- May be required to travel to attend meetings, conferences and training.
- May be required to attend City Council, Parks and Recreation Board, Frisco Community Development Corporation, Frisco Public Art, and Frisco Urban Forestry meetings.
- Acts as Director of Parks and Recreation as assigned.
- Performs other related duties as assigned.

- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of management and administration practices and procedures.
- Knowledge of City policies and procedures.
- Knowledge of construction management, maintenance, upgrade and improvement techniques for municipal parks and recreation system administration and operations.
- Knowledge of parks and recreation systems, park planning, landscape design, construction, Texas laws for playground safety.
- Knowledge of inventory control and purchasing procedures for division vehicles and equipment.
- Proficiency in the use of computers and related equipment, hardware and software specific to area of assignment.
- Skill in land use contract negotiation and administration.
- Skill in interpretation of contract administration policies and procedures.
- Skill in effective verbal and written communications.
- Skill in long range planning, public presentations, coordination and negotiations.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in preparing and making effective presentations, when required, to the City Council, Parks and Recreation Board, Frisco Community Development Corporation, Frisco Urban Forestry Board, Frisco Public Art Board, citizens groups, etc.
- Ability to communicate courteously and effectively with other employees, officials, the general public, and vendors/consultants, by telephone, in writing, and in person.
- Ability to read and interpret plans and specifications.
- Ability to resolve customer complaints and concerns effectively.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Parks and Recreation Administration, Landscape Architecture, Turf Management, or a related field **and** five (5) years management experience in Parks and Recreation with progressive positions of responsibility or equivalent combination of education and experience.
- Must possess Playground Safety Inspector certification from National Playground Safety Institute.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess State of Texas Driver's License.

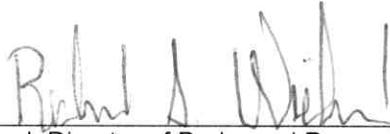
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction site environments.
- May be subject to sitting for extended periods of time preparing reports, correspondence, and compiling statistical data where required.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling or lifting such as when reviewing plans, specifications, and conducting inspections.
- May be subject to working extended hours, including weekends and holidays and responding to emergencies on an on call basis.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air and water borne pathogens, and poisonous insects, spiders, and snakes or wild animals common to water, wastewater and underground utilities.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, two-way radio, cellular telephone and department vehicle.

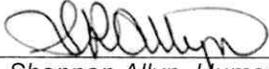
Approved By:



Rick Wieland, Director of Parks and Recreation

9/12/2014

Date



Shannon Allyn, Human Resources Generalist

09/12/2014

Date