



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Assistant Director, Parks & Recreation Services	BAND/LEVEL:	MGT III
DEPARTMENT:	Parks and Recreation	JOB NO:	1015
DIVISION:	Recreation Services	DATE:	02/23/2021
REPORTS TO:	Director, Parks and Recreation	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	520
REPLACES:	Assistant Director, Recreation Services	LAST REVISED DATE:	11/13/2013

JOB SUMMARY STATEMENT: Assists the Director of Parks and Recreation with Division Head responsibilities. Has direct responsibility and supervision for the Overland Park Farmers' Market, Deanna Rose Children's Farmstead, Arts and Events and the Overland Park Arboretum and Botanical Gardens. Provides professional staff assistance to special interest groups, community organizations and departments on a wide variety of tasks. Conducts broad organizational analysis and prepares reports on a range of operational policies, procedures, and services. Participates in the management team for internal operating policies and financial direction of the department.

DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the Parks and Recreation Department's senior management team.
2. Serves as project leader for Division or organizational projects, reviews of various issues, special events, and other projects as assigned.
3. Investigates, interprets, analyzes and prepares recommendations in relation to proposals for new programs, services and equipment, and other issues, policies, or proposals. Conducts surveys and prepares proposals. Prepares comparative analysis when appropriate.
4. Oversight of the coordination and management of the volunteer program associated with the Division's operation.
5. Provides assistance to Division Managers and Supervisors as needed.
6. Assists in administering the operating agreement with the Arts and Recreation Foundation of Overland Park.
7. Provides staff support to the Arts and Recreation Foundation of Overland Park.
8. Assists in the coordination, preparation, analysis, and implementation of the department's annual operating and capital budget.
9. Investigates complaints and requests for services, and confers with members of the public to explain policies and programs. Contact citizens or complainant to comprehend the situation. Contacts appropriate staff members as necessary.

10. Represents the Department at meetings, functions, community events and various governmental, professional and civic organizations, and may act as representative to the Arts and Recreation Foundation of Overland Park.
11. 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 organizations with whom interaction is required to accomplish work and employer goals.
12. 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.
13. Assists with emergency management operations as needed.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Parks and Recreation Administration, Business Administration or a related field of study, or an equivalent combination of formal education and experience required.
- Professional certification in Parks and Recreation or related fields is preferred.

EXPERIENCE:

- Minimum of five years supervisory experience in recreation programming or parks management, facilities management in municipal or non-profit operations, at the supervisory level. Experience working in an accredited parks and recreation system is preferred.

SKILLS:

- Organizational skills.
- Project management skills.
- Problem solving skills.
- Event planning.
- Self-motivated.
- Interpersonal and customer service skills.
- Working knowledge of windows-based PC software applications and Google Docs.
- Good oral and written communication skills.
- Basic math & accounting skills.
- Good listening skills.
- Attention to detail.
- Supervisory skills.
- Time management skills.

- Public speaking/presentation skills.
- Energetic, enthusiastic team player with excellent people management and leadership skills.
- Entrepreneurial spirit.
- Proficiency in complex, multi-stakeholder operations.
- Relationship-management skills with the ability to communicate through a culturally diverse setting.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state and federal regulations.
- Ability to analyze complex problems and recommend possible solutions.
- Ability to speak before the public.
- Ability to recognize and protect confidential information.
- Analytical skills.
- Ability to work on several projects at once.
- Diplomacy and judgment.
- Good listening skills.

PHYSICAL REQUIREMENTS:

- Travel outside of the office locally.
- Sit for extended periods of time.
- Use of phone.
- Data entry on keyboard.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - Farmstead Superintendent
 - Arboretum/Botanical Gardens Supervisor
 - Recreation Supervisor, Farmer's Market
 - Recreation Supervisor, Arts and Events
 - Farmstead Staff
 - Arboretum/Botanical Gardens Staff
 - Farmers Market Staff
 - Volunteers

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.