SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Assistant Director of Parks & Recreation

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Official/ Administrator
Status:	Exempt
Control No:	20608

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of the Parks & Recreation Department. Assists with the management of all departmental facets and operations, budget, and personnel within the Parks & Recreation Department, which includes Parks & Recreation, Alta Canyon Sports Center, and River Oaks Golf Course. Oversees issues that cross department divisions and operations.

III. Essential Duties

- Assist the Department Director in the planning, development, and implementation of department-wide activities and operations .
- Manage department related budgets and prepare budget proposals.
- Plan, coordinate, and implement department wide activities and programs.
- Manage and coordinate department personnel activities.
- Supervise department support staff.
- Coordinate departments records and statistical data.
- Represent the Department Director at meetings or functions within the department, with other City departments, or with outside organizations.
- Manage and coordinate departments data processing and communication systems.
- Manage and oversee department purchasing activities.
- Interact and coordinate with other City departments.
- Manage the department's capital projects and contracts.

IV. Marginal Duties

- Respond to public inquiries, complaints, and requests.
- Respond to emergencies.
- Coordinate employee training and safety programs.
- Perform other duties as assigned.

V. Qualifications

Education: A Bachelors or Masters degree in Public Administration, Business Administration or Parks & Recreation Management. May substitute education and experience on a year for year basis.

Experience: Three to five years of management experience in local government with at least two years of supervisory experience.

License: Must possess a valid Utah Driver's License.

Knowledge of: Management principles and practices including governmental budgeting and monitoring, computer capabilities, research and analysis methods, personnel policies and procedures, and project management.

Responsibility for: Supervising subordinates, managing multiple assignments, organizing, delegating and

establishing meaningful goals. Coordinating department-wide activities that facilitate the operational needs of each division or section.

Communication Skills: Ability to furnish and obtain information from other departments; contact with other departments requiring tact and judgement to avoid friction; frequent contact with the public; ability to make both written and oral presentations to other employees, the public and executive level staff; inform department employees about events, policy changes, and other department related programs.

Tool, Machine, Equipment Operation: Regular use of telephone, computer, copy and fax machines, calculators, and vehicles.

Analytical Ability: Organize, delegate, and establish meaningful goals, prepare and present highly complex reports in verbal and in written form; establish effective working relationships with other department management and employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well developed sense of strategy and timing.

VI. Working Conditions

Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime with night meetings and weekend work is required; constant exposure to deadlines is present; occasional field work and exposure to traffic and construction site hazards exists; occasional need to deal with water related emergencies.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.