

**City of Yukon - Management Pay Plan  
Parks & Recreation Assistant Director  
Job Description**



HUMAN RESOURCES

**Exempt:** Yes  
**Department:** Parks and Recreation  
**Reports To:** Parks & Rec Director  
**Location:** 532 W Main - Mary Huckaba Building  
**Safety Sensitive:** Yes  
**Date Prepared:** September 7, 2021  
**Date Revised:** September 7, 2021

*This classification is a safety-sensitive position as defined by the United States Department of Transportation drug and alcohol testing regulations and/or the Oklahoma Standards for Workplace Drug and Alcohol Testing Act. As a safety-sensitive classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana certification will not excuse you from the testing process, or the consequences of testing positive for marijuana.*

**GENERAL DESCRIPTION OF POSITION**

Under general supervision from Parks & Rec Director, performs administrative, supervisory and professional work assisting in the planning, development and operation of a comprehensive public recreation program for the community, through recreation program and events, athletics and aquatics. The Assistant Director performs the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans, organizes, directs and evaluates
2. Trains and directs staff through subordinate supervisory staff and monitors all activities and operation of the department. Assures compliance with established policies and procedures.
3. Reviews, analyzes and summarizes department communications, procedural guidelines and related reports.
4. Assist with the preparation of the departmental budget, directs expenditures and keeps department records.
5. Assist in the planning of capital expenditures for the Parks and Recreation department.
6. Plans, directs and coordinates, through subordinate level managers, the department's work plan; meets with supervisory staff to identify and resolve problems; assigns projects through subordinate supervisors; works with staff to establish work priorities and schedules; encourages and provides for staff training and professional development; works with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provides coaching.

7. Maintains harmony among workers; assists subordinates supervisory staff adjusting errors and complaints, while consulting with Human Resources for guidance.
8. Assist in planning, coordinates and directing a diversified year round, city-wide parks and recreation program including the management of the YCC, JCG, DRC, pools and splashpad and Events.
9. Meets with and reviews Manager's & Supervisor's recommendations; implements changes or new programs to meet recreational needs of the community; maintains and implements a current parks and recreation master plan.
10. Promotes interest in parks and recreation programs and events.
11. Performs general office duties.
12. Assit in the preparation of information to present to the Park Board and City Council.
13. Perform any other related duties as required or assigned.

#### **EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc; Equivalent to a four year college degree, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

#### **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as basic mathematical equations, and percentages; Ability to apply concepts such as fractions, to practical situations.

#### **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

#### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

MBA/MPA, CPRP certification, and supervisory management experience in the field of Parks and Recreation administration

#### **SOFTWARE SKILLS REQUIRED**

Intermediate: Accounting, Spreadsheet

Basic: 10-Key, Database, Presentation/PowerPoint, Word Processing/Typing

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under administrative direction, setting up own standard of performance; Virtually self-supervising; Reports to the Parks & Rec Director, City Manager or their designee.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

**DECISION MAKING**

Performs work operations which permits frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

**MENTAL DEMAND**

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined; Guidance by the City Manager or their designee.

**RESPONSIBILITY FOR WORK OF OTHERS**

The level of direct supervisory responsibility for the assignment of job duties, training, leadership, guidance, needs of employees, hiring/terminating recommendations and/or direction of the effort of others.

Supervises and manages through subordinates who supervise 20+ employees, who are engaged in diversified activities.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities may include, but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Consulting with Human Resources for direction.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above range from \$10,000,000 to \$25,000,000.

The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Oversight. High level of freedom to complete the duties of the position and guided by policy with oversight by the City Manger or their designee.

### **IMPACT ON END RESULTS**

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department.

## **PUBLIC CONTACT**

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

## **EMPLOYEE CONTACT**

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

General knowledge of standard office equipment and specialized software related to Park and Recreation.

## **WORKING CONDITIONS**

Outside working environment, wherein there are disagreeable working conditions part of the time.

## **ENVIRONMENTAL CONDITIONS**

While performing the functions of this job, the employee is frequently exposed to all types of outdoor weather conditions; and the noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; and frequently required to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl; occasionally required to sit, climb or balance, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; frequently 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 ability to adjust focus.

## **ADDITIONAL INFORMATION**

Thorough knowledge of the principles and practices of public administration and a comprehensive knowledge of community recreation programs; working knowledge of the principles and practices of office management, work organization and supervision; Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program; 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.