



TOWN OF SURFSIDE ASSISTANT PARKS AND RECREATION DIRECTOR

DEPARTMENT: PARKS AND RECREATION

EXEMPT

GENERAL DESCRIPTION:

Under the general direction of the Parks and Recreation Director, performs professional and supervisory work in planning, coordinating and supervising the operation of the Recreation Programs for the Town of Surfside. Responsible for planning, promoting, organizing, coordinating and supervising full and part time staff, management work directing recreation senior, adults and youth programs in facilities.

These programs may include diverse programs for educational and recreational functions, and special events. Work includes developing or assisting in the development of programs and activities designed to address the leisure time needs of a broad spectrum of Town residents, once developed, ensures that the program or activity is properly funded and that it operates smoothly. Work is performed with considerable independence in judgment and decision-making within established policy. Work is reviewed through observation, conferences, reports and for results obtained.

ESSENTIAL JOB FUNCTIONS:

1. Acts as the Director's designee in his or her absence.
2. Plans, coordinates, supervises, trains, directs, and evaluates the work of Parks and Recreation personnel engaged in maintenance and recreation programs in parks, trails, aquatics, open spaces, and recreational facilities.
3. Sets goals and objectives and establishes guidelines for performance.
4. Reviews and approves requisitions for repair parts, supplies, and related services and prepares purchase orders and recommends payment of invoices.
5. Maintains scheduling at facilities operated by the Department.
6. Acts as a liaison between the Department and organizations and other Departments within the Town.
7. Obtains necessary funding for maintenance projects.
8. Enforces Town and Department policies and procedures.
9. Acts as the administrator of the recreational software.

10. Provides input in creating and maintaining a balanced budget.
11. Provides cost saving suggestions to minimize expenditures throughout the fiscal year.
12. Supervises the daily operations of Parks and Recreation facilities, ensuring compliance with policies, procedures, regulations and standards of quality and safety.
13. Attends Department and/or Town meetings on behalf of the Director or at the Directors' discretion.
14. Assists Director in applying for grant opportunities.
15. Completes site inspections to ensure safe and clean operating facility conditions.
16. Monitors the Parks and Recreation related information in the Town's website.
17. Assists in marketing the Parks and Recreation department.
18. Evaluates employees' performance, makes recommendations for career development and recommends / issues disciplinary actions as needed.
19. Responds to and resolves citizen's inquiries and complaints.
20. Completes and/or composes department analysis, proposals, and reports; participates in contract agreements negotiations and selection process as requested.
21. Completes financial reports as required for review, projections, and overall program costs.
22. Assists Human Resources in completing background checks and communications with candidates.
23. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
24. Prepares interoffice and commission memorandums.
25. Reviews and submits the department's payroll.
26. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of the principles and practices of public recreation.
- Knowledge of and promotion of legal and ethical behavior throughout the organization and ability to relay to staff.
- Knowledge of aquatic facilities and beach operations including lifeguard operations and beach maintenance.
- Knowledge of facilities maintenance.
- Knowledge of the sociological and psychological needs of various groups participating in recreation activities.

- Knowledge of promotional and public relations techniques.
- Knowledge of modern management methods and practices.
- Ability to plan, assign, coordinate, direct and evaluate the work of subordinates. Ability to communicate clearly, orally and in writing.
- Ability to conduct and maintain effective public relations.
- Ability to establish and maintain effective working relationships with others.
- Ability to forge effective relationships with the community organizations, businesses, and community members.
- Ability to read, analyze, and interpret technical journals, financial reports, and legal documents.
- Computer proficiency skills.
- Skill in creating leadership systems including mission, vision, and value development, the creation of work plans and measurement of organizational performance.
- Skill in teaching, coaching, and providing feedback to staff.
- Skill in creating team-based approaches to work and develop a team approach from departments/divisions of the organization.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in recreation or related field; supplemented by five (5) years of supervisory experience in municipal recreation or parks administration. Must be adept in personnel practices in order to perform managerial and supervisory functions, including resolving personnel problems and disciplinary matters. Required certifications include Aquatic Facility Operator (AFO) and/ or Certified Parks and Recreation Professional (CPRP).

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Certified Parks and Recreation Professional (CPRP)
- Aquatic Facility Operator (AFO)
- Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight {with or without correction}.
- Acceptable hearing {with or without hearing aid}.
- Ability to communicate both orally and in writing.
- Sitting.
- Minor lifting (up to 40 lbs.)

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works occasionally out doors in all types of weather conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: NEW 12/1/2022

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Parks and Recreation Director's Signature: Tim Milemi

Town Manager's Signature: [Signature]