

Manager, Parks & Recreation

SUMMARY/PURPOSE

To direct and manage parks and recreation programs, planning, and operations within the City of Duluth.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, direct, and evaluate parks and recreation programs, planning, operations, and services.
2. Develop, administer, and monitor the division budget, including recommending fees for services, operations, and programs.
3. Evaluate and recommend resource allocations across programs, projects, and operations, as related to shifting needs and interests of the community and to prevailing economic and political conditions.
4. Research funding opportunities, develop proposals, and administer grant-funded projects.
5. Review, develop, recommend, and implement division policies and procedures.
6. Direct citizen participation processes for parks and recreation projects and services, and respond to inquiries, requests, and complaints as necessary.
7. Prepare various reports, records, and correspondence to meet city and state requirements, community needs, and applicable laws.
8. Monitor worksites to ensure compliance with established methods, guidelines, standards, and procedures.
9. Strategically utilize various media sources to communicate parks and recreation programs, services, projects, issues, and needs.
10. Maintain awareness of pertinent legislation, regulations, and professional developments that may affect operations and compliance, and disseminate information to appropriate personnel.
11. Represent the division and City to outside groups and organizations.
12. Liaison to the Parks and Recreation Commission, third-party businesses, and non-profit organizations operating in parks, and other City Boards/Commissions as needed.
13. Manage employee performance, and provide training, coaching, and mentoring for employees.
14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
15. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
19. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's Degree in recreation, parks management, leisure studies, business administration, or a related professional field, and four (4) years of increasingly responsible experience directing parks or recreation programs; OR a minimum of eight (8) years of related education and/or full-time, professional experience.
- B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

2. License Requirements

- A. No specific licenses required.

3. Knowledge Requirements

- A. Knowledge of the principles and practices of parks and recreation program and project design and administration.
- B. Knowledge of the principles and practices of budget development and administration, including grants administration.
- C. Knowledge of problem-solving and conflict-resolution techniques.
- D. Knowledge of applicable safety requirements.
- E. Knowledge of, or the ability to learn, City policies and procedures.
- F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- G. Knowledge of effective leadership and personnel practices.
- H. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- I. Knowledge of budgetary, and management principles, practices, and procedures.
- J. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

- A. Skill in planning, developing, operating and evaluating recreational programs, facilities, and projects.
- B. Skill in making public presentations and extensive public media relations.
- C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time and the time of others.
- E. Skill in completing assignments accurately and with attention to detail.
- F. Skill in mediation and dispute resolution.
- G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- H. Skill in motivating, developing, and leading people.

5. Ability Requirements

- A. Ability to estimate costs, prepare budget projection, and interpret budgetary and other financial reports.
- B. Ability to maintain a positive and flexible approach to changing needs within the community and the organization.
- C. Ability to establish and maintain cooperative partnerships, business relationships, and effective working relationships.
- D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

- E. Ability to communicate and interact effectively with members of the public.
- F. Ability to communicate effectively both orally and in writing.
- G. Ability to recognize, analyze, and problem-solve a variety of situations.
- H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to establish goals and objectives.
- K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- M. Ability to manage a budget and work within the constraints of that budget.
- N. Ability to enforce safety rules and regulations.
- O. Ability to maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Q. Ability to exercise sound judgment in making critical decisions.
- R. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
- S. Exhibits leadership qualities of dependability and accountability.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, community centers, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated. Also includes outdoor developed and natural spaces with variable weather conditions.

HR: HD	Union: Supervisory	EEOC: Officials/Admin	CSB: 02/07/2023	Class No: 1114
WC: 9102	Pay: 1115-1130	EEOF: Natural Resources	CC:	Resolution:
FLSA Exemption Type: Executive				

MANAGER, PARKS & RECREATION

Manager, Parks & Recreation

SUMMARY/PURPOSE: ~~Direct~~

To direct and manage park~~parks~~ and recreation programs, planning, and operations within the City of Duluth.

FUNCTIONAL AREAS:

4. ~~SUPERVISION RECEIVED~~

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations, which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, direct, and evaluate parks and recreation ~~programs, planning, operations, and services.~~

~~A. Establish short- and long-range goals and objectives within budgetary constraints.~~

~~B. Review, develop, recommend and implement division policies and procedures.~~

2. C. Develop, administer, and monitor the division budget, including recommending fees for services, operations, and programs.

3. D. Perform ongoing evaluation of resources allocation~~Evaluate and recommend resource allocations~~ across programs, projects, and operations, as related to shifting needs and interests of the community and to prevailing economic and political conditions, ~~to ensure maximum efficiency and citizen participation.~~

4. E. Research funding opportunities, develop proposals, and administer grant-funded projects.

5. F. Develop rules~~Review, develop, recommend, and regulations~~implement division policies and recommend fees~~procedures.~~

6. Direct citizen participation processes for parks and recreation projects and services/programs, and respond to inquiries, requests, and complaints as necessary.

~~G. Ensure that all organization activities and operations are in compliance with local, state and federal regulations and laws and in conformance with industry standards and practices.~~

~~H. Establish procedures to monitor effectiveness and cost efficiency of programs.~~

7. I. Prepare various reports, records, and correspondence to meet City~~city~~ and state requirements, community needs, and applicable laws.

~~J. Develop and propose recreation program enhancements.~~

~~K. Coordinate division activities with other departments and outside agencies and organizations.~~

2. Supervise division staff.

~~A. Prioritize, assign and direct work and projects.~~

~~B. Coordinate work schedules and approve or reject leave requests.~~

~~C. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.~~

~~D. Establish work standards, provide coaching and feedback, and conduct employee performance evaluations.~~

- ~~E. Provide for ongoing training of employees in emerging methods, trends, and technologies, and proper and safe work methods and procedures.~~
- 8. ~~F. Monitor work sites~~worksites to ensure compliance with established methods, guidelines, standards, and procedures.
- ~~G. Effectively recommend adjustments or other actions in employee grievances.~~
- ~~H. Delegate authority and responsibilities to others as needed.~~
- ~~I. Disseminate instructions and information to employees through oral and written communications.~~
- 3. ~~Perform related duties.~~
 - ~~A. Evaluate and effectively respond to requests and complaints from the public, city staff and other entities.~~
 - 9. ~~B. Provide for effective utilization of the~~Strategically utilize various media sources to communicate parks and recreation programs, services, projects, issues, and needs to the community.
 - 10. ~~C. Maintain awareness of pertinent legislation, regulations, and professional developments that may affect operations and compliance, and disseminate information to appropriate personnel.~~
 - 11. ~~D. Represent the division and City to outside groups and organizations.~~
 - ~~E. Attend and make presentations at meetings.~~
 - ~~F. Perform related tasks as required.~~
 - 12. liaison to the Parks and Recreation Commission, third-party businesses, and non-profit organizations operating in parks, and other City Boards/Commissions as needed.
 - 13. Manage employee performance, and provide training, coaching, and mentoring for employees.
 - 14. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
 - 15. Demonstrate highly effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
 - 16. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
 - 17. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
 - 18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
 - 19. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
 - 20. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. ~~A. Bachelor's degree~~Bachelor's Degree in recreation, parks management, leisure studies, business administration, or a related professional field; plus, and four (4) years of increasingly responsible experience directing parks or recreation programs, including at least two; OR a minimum of eight (8) years of related education and/or full-time professional experience.
- B. Two (2) years of experience must be in a supervisory/lead position of similar complexity and level of responsibility.

HR: JA	Union: Supervisory	EEOC: Officials/Admin	CSB: 20091020	Class No: 1114
WC: 9102	Pay: **1105-1130	EEOF: Natural Resources	CC: 20100222	Resolution: 10-0094R

~~B. Equivalent combination of education and experience accepted as equivalent by Human Resources.~~

2. License Requirements

A. No specific licenses required.

3. Knowledge Requirements

A. ~~A.~~ Knowledge of the principles and practices of parks and recreation program and project design and administration.

~~B. Knowledge of accepted supervisory and personnel management practices and the ability to apply them effectively.~~

~~C. Knowledge of the principles and practices of budget development and administration.~~

~~B. D.~~ Knowledge of organizational and management practices used in the analysis, evaluation and, including grants administration of programs and policies.

~~C. E.~~ Knowledge of research problem-solving and conflict-resolution techniques, methods,

~~D.~~ Knowledge of applicable safety requirements.

~~E.~~ Knowledge of, or the ability to learn, City policies and procedures.

~~F. F.~~ Knowledge of pertinent local federal, state, and federal local laws, rules and statutes, regulations, codes, and standards related to the area of responsibility.

~~G.~~ Knowledge of effective leadership and personnel practices.

~~H.~~ Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.

~~I.~~ Knowledge of budgetary, and management principles, practices, and procedures.

~~J.~~ Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

4. Skill Requirements

~~A.~~ Skill in planning, developing, operating and evaluating recreational programs.

~~A. B.~~ Skill in communicating effectively, both orally, facilities, and in writing projects.

~~B. C.~~ Skill in making public presentations and in extensive public media relations.

~~C. D.~~ Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

~~D.~~ Skill in managing one's own time and the time of others.

~~E.~~ Skill in completing assignments accurately and with attention to detail.

~~F.~~ Skill in effectively managing multiple projects mediation and dispute resolution.

~~G.~~ Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

~~H.~~ Skill in motivating, developing, and leading people.

5. Ability Requirements

~~A.~~ Ability to analyze and effectively solve problems.

~~A. B.~~ Ability to estimate costs, prepare budget projections projection, and interpret budgetary and other financial reports.

~~C.~~ Ability to plan, organize, assign, coordinate and manage activities of staff.

~~B. D.~~ Ability to maintain a positive and flexible approach to changing needs within the community and the organization.

~~E.~~ Ability to effectively use computers and standard applications software.

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C. ~~F. Ability to develop~~ establish and maintain cooperative partnerships, business relationships, and effective working relationships with city employees, professional organizations, other outside groups and the general public.

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WC: 9102	Pay: **1105-1130	EEOF: Natural Resources	CC: 20100222	Resolution: 10-0094R

~~G. Ability to exercise good judgment and accept personal responsibility.~~

Physical Requirements

- ~~D. A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~
- ~~E. Ability to communicate and interact effectively with members of the public.~~
- ~~F. Ability to sit for extended periods communicate effectively both orally and in writing.~~
- ~~B. Ability to transport oneself to, from, and around sites of projects and meetings.~~
- ~~C. Ability to occasionally lift and carry items weighing up to 20 pounds for use in presentations.~~
- ~~G. D. Ability to frequently speak recognize, analyze, and hear to exchange problem-solve a variety of situations.~~
- ~~H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.~~
- ~~I. Ability to handle difficult and stressful situations with professional composure.~~
- ~~J. Ability to establish goals and objectives.~~
- ~~K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.~~
- ~~L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.~~
- ~~M. Ability to manage a budget and work within the constraints of that budget.~~
- ~~N. Ability to enforce safety rules and regulations.~~
- ~~O. Ability to maintain confidential information.~~
- ~~P. E. Ability to demonstrate dependability, responsibility, and consistency in job performance.~~
- ~~Q. Ability to exercise sound judgment in making critical decisions.~~
- ~~R. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.~~
- ~~S. Exhibits leadership qualities of dependability and accountability.~~
- ~~T. Ability to attend work on a regular basis as scheduled and/or required.~~

~~ρ Essential functions of the position~~

~~⊕ Job requirements necessary the first day of employment~~

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, community centers, or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated. Also includes outdoor developed and natural spaces with variable weather conditions.

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WC: 9102	Pay: _____	EEOC: Natural Resources	CC: _____	Resolution: _____
FLSA Exemption Type: Executive				