

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Assistant Director, Parks and Recreation  
**DEPARTMENT:** Parks and Recreation  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

This is an at-will Administrative Officer position performing assistant director level work in the Parks and Recreation department. Oversees the development, management, and operation of recreational facilities, parks and fitness areas for the City. Position manages a team of associate or technical employees through subordinate supervisors and / or a team of professional employees. Position is primarily focused on managing, coaching, and developing other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages and organizes recreation programs with other recreation agencies; interacts with public groups, clubs and organizations; assists civic groups in organizing various recreational activities
- Supervises staff, including scheduling, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, providing opportunities for growth through work assignments and training, interviewing, and recommending new hires and promotions
- Manages the overall coordination of logistics, planning, and organization of special events, recreation activities, and youth sports organizations
- Manages the department emergency operations
- Manages the budget and ensures that assigned areas of responsibilities are performed within budget; monitors revenues and expenditures to ensure sound fiscal control; prepares annual budget requests
- Represents department at meetings as directed; serves as liaison between department and public, consultants, contractors, and City Departments and Offices
- Promotes and ensures that all Parks and Recreation employees are properly trained and certified in the National Incident Management System (NIMS)

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- Establishes and implements operating policies and procedures
- Ensures that all equipment, materials, and work conditions are safe and adequately maintained to prevent accidents or injuries
- Deals with public complaints and effectively determines the proper course of action
- Serves as Director of Parks and Recreation in the absence of the Director
- Develops and implements department scorecard and program performance measures
- Performs other related duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in parks and recreation or related discipline; supplemented by eight (8) or more years' experience in the direct supervision of staff and the operation of parks and recreation facilities; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver' license and be a member of the National Recreation and Parks Association (NRPA) and the Florida Parks and Recreation Association (FRPA).

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of administrative and programmatic policies and practices relating to parks, recreation programs, and fitness programs
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to learn and train employees on safety precautions
- Ability to attend City Commission meetings, Parks and Recreation Advisory Board meetings and other meetings outside of regular working hours
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively
- Ability to develop and interpret budgets, contracts, fiscal, and financial reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying (up to 50 pounds), pushing and/or pulling of heavy objects or materials (up to 100 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date