



Position Description
ASSISTANT DIRECTOR

Department: Parks and Recreation

Reports To: Parks and Recreation Director

FLSA: Non-exempt

Purpose of Position

Performs supervisory work in planning, budgeting, and implementing various parks and recreation activities, including mostly the care of park grounds, buildings, equipment, and various special events, and provides direction to associated staff. Directly works with the Cemetery Sexton and performs duties as needed in the absence of the Cemetery Sexton to ensure proper and timely function of the cemetery operations. Compiles and maintains required reports of departmental services and properties for approval. Assists with preparing budgets and supporting materials, including financial evaluation of operational costs. Assists with personnel functions, including recruitment, selection, supervision, performance evaluation, and training of seasonal personnel. Performs related duties as required

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Meets and consults with the Parks and Recreation Director, other departments, City employees and representatives of community groups to coordinate all needs associated with park maintenance work such as the repair and maintenance of buildings, tables, and park equipment, irrigation systems, and janitorial duties; assists with the development and maintenance of City grounds, roadways, trails, softball and baseball fields, and pool operations and maintenance.
- Establishes functional organizational units within assigned areas of responsibilities and designates part-time, seasonal, and volunteer personnel to operate and supervise such units.
- Prepares and implements annual budgets and prepares various management reports for the department; maintains related records.
- Develops goals, plans, and measurements for the identification, implementation, and evaluation of the City's grounds, roadways, trails, softball and baseball fields, and pool operations and maintenance.
- Attends regular and special meetings with the Parks and Recreation Director and the Parks and Recreation Board to review the adequacy of existing policies and procedures, and makes modifications as necessary.
- Oversees the work assignments of assigned personnel including cemetery sexton, part-time, seasonal, and volunteers, and the coordination and control of their activities through regular checks of activity sites and facilities.
- Attends meetings, conferences, and workshops as requested and authorized.
- Ensures the personnel comply with applicable safety, labor and occupational health standards and department policies and procedures.
- Operates all grounds maintenance equipment and regularly performs preventive maintenance on equipment; maintains accurate and up-to-date service records on equipment.
- Performs various semi-skilled tasks in plumbing, carpentry, welding, concrete, construction, and general maintenance work.

- Mows, sprays, landscapes, trims trees and bushes, and maintains parks, ball fields, and various City properties.
- Regularly inspects, performs maintenance, and maintains records on playground equipment.
- Attends the meetings and provides monthly progress report to the Parks and Recreation Board as requested by the Parks and Recreation Director or City Administrator.
- Maintains a complete and up-to-date record of inventory for the Parks and Recreation Department.
- Ensures departmental policies and safety procedures are followed.
- Consults with Parks and Recreation Director for approval to purchase supplies.
- Maintains a timely program for weed control and fertilizing of park grounds and various City properties.
- Performs functions of Equipment Operator I, II, and III when requested.
- Performs related work as required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other City departments as directed.
- Works in cooperation with the Cemetery Sexton to ensure all assignments under the direction of the Parks and Recreation Director are completed in a timely and efficient manner in the absence of the Cemetery Sexton.
- Attends courses and seminars to keep current on park and recreation matters and to maintain necessary certifications.
- Makes phone calls and inquiries for information from various sources.
- Removes snow/ice from all City sidewalks and lots in a timely fashion as directed to ensure pedestrian safety; assists with other snow removal as directed and required.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Degree in Parks and Recreation Administration or closely related field. Two years progressive supervisory experience in recreation field and aquatic operations.

Preferred Education or Experience Required

Six to ten years related experience and/or training, or a master's degree from a four-year college or university and one to five years of experience; or Bachelor's degree from a four-year college or university and two to five years related experience and/or training; or equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

- Valid Iowa Driver's License.
- NRPA Certified Professional status to be obtained two years from hire.
- Certified Pool/Spa Operator within one year from hire.
- Valid Class B Commercial Driver's License from the State of Iowa.
- Valid Iowa Pesticide Applicator's License within one year for:
 - Ornamental & Turf Pest Control,

- Community Insect Control (Mosquitoes),
- Right-of-way Pest Control, and
- Aquatic Pest Control

Knowledge, Skills, Abilities

- Ability to solve practical problems that have a variety of variables with limited standardization.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Exhibit a high level of competency in the operation of light and medium construction grounds maintenance equipment, including, but not limited to, car/light trucks, mowers, trucks, chemical sprayers, and tractors. Must operate the equipment with high efficiency and with accuracy, and be able to train others on the equipment's operation.
- Ability to exercise a high level of independent judgment in hiring, training, scheduling, motivating, disciplining, and supervising personnel.
- Ability to perform manual labor for extended periods of time, often in inclement weather.
- Ability to use a mobile radio, computer, calculator, and a telephone.
- Exhibit a high level of public relations skills to confer with citizens on complaints, problems, or service requests both verbally and in writing.
- Ability to plan, assign, and direct the work of departmental staff.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Knowledge of the principles and practices of grounds care and maintenance; knowledge of the methods of landscaping and horticulture as applied to grounds care and maintenance.
- Ability to perform work under strict guidelines and other time pressures.
- Knowledge of business matters, including proper grammar and use of English in speaking and writing, and computer operations and applications, including word processing and spreadsheets.
- Knowledge of equipment operation and repair, including basic understanding of hand tools and small machinery; ability to operate and repair equipment; driving skills; and OSHA standards and regulations.
- Knowledge of federal and State statutes concerning the work of the department.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

General purpose maintenance equipment, general purpose hand tools, pickups, cars, tractors, UTVs, mowers, trimmers, safety equipment, protective clothing, ladders, pumps, vacuums, measuring equipment, hazardous chemicals and materials, chemical feed monitors and controllers, SDS documentation, dictionary, telephone, mobile radio, calculator, personal computer, computer printer, fax machine, photocopier, and camera/video camera.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and move 25 pounds, and will occasionally lift and move up to 100 pounds with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dampness, direct sunlight, dust, pollen, insect stings, and animals, the noise level in the work environment is usually loud. The work is performed both inside and outside and includes seasonal exposure to cold and heat. Also, the work may expose the employee to unpleasant social situations, significant workplace pressure, and involves evening and weekend workhours and responding to emergencies.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date