

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Parks and Recreation Manager</b>
<b>Class Code Number</b>	<b>1085</b>
<b>FLSA Designation</b>	<b>Exempt</b>
<b>Pay Grade and Range</b>	<b>29</b>
<b>Effective Date</b>	<b>September 2010</b>

### General Statement of Duties

Performs administrative tasks relating to the development and maintenance of the Municipal parks and recreational facilities of the City and Borough of Sitka; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative and technical short and long range planning, budgeting, fund raising, development, and maintenance of the existing and proposed Municipal parks and recreational facilities for the City and Borough of Sitka. The work is performed under the direct supervision of the Building and Grounds Manager, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in both a general office environment and in various work sites and remote locations throughout the City and Borough of Sitka. This position supervises the Parks and Grounds Maintenance Supervisor.

### Examples of Essential Work (Illustrative Only)

- Provides professional leadership to develop and maintain major recreational facilities;
- Plans, researches and develops park projects and improvements;
- Provides leadership and direction to the continuing analysis of all Municipal parks and recreational facilities and resources;
- Performs reassessments and adjustments to meet the changing demands of parks and recreation budgets, resource conditions and priorities;
- Predicts the expected effects of alternatives towards meeting targets, response to user demand, and fulfilling management goals and objectives;
- Coordinates the financial, administrative and technical management of Municipal parks, playgrounds, tot lots, ball fields, pathways, trails, bicycle and pedestrian improvements and remote recreation sites;
- Prepares and updates long range plans including Parks and Recreation Plan, Bicycle Plan and others and participates in multi-agency and public planning efforts such as the development of the Sitka Comprehensive Trail Plan;

- Coordinates maintenance and major upgrades of the Municipal parks and recreational facilities;
- Secures resources and materials for and coordinates facilities improvements, which may include managing volunteer and inter-agency efforts;
- Develops and implements plans for the maintenance of existing facilities and the development of additional parks and recreational facilities both by the Municipality and in cooperation with other local, State and Federal agencies;
- Provides an annual inventory of the condition of all Municipal recreation facilities and coordinates repairs and equipment replacement;
- Reviews facilities safety issues to minimize safety concerns, reduce insurance costs and increase safety;
- Develops and administers an annual budget for routine and major maintenance of Municipal parks and recreation facilities and new capital projects development;
- Develops and manages grants and other resources for both planning and projects;
- Serves as the primary contact and provides administrative support for the Parks and Recreation Committee, including organizing meetings, keeping records, and taking actions as required;
- Provides information and assistance on recreation and park issues to the Parks and Recreation Committee, Municipal staff, Sitka Assembly and other agencies and the public as required;
- Assesses public opinion and public need on recreational issues and prepares response;
- Maintains personal contacts with other park and recreation personnel, interest groups and the public both in Sitka and elsewhere;
- Provides public education and publicity on the many outdoor recreational facilities available in Sitka and how to care for them and use them safely;
- Develops and coordinates special projects which respond to the needs for facilities improvements;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and Municipal employees, the Parks and Recreation Committee, the Assembly, agencies, and the public;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

- Thorough knowledge of parks and recreational facilities and project development and maintenance;
- Thorough knowledge of grant application and administration processes;
- Good knowledge of intergovernmental relations;
- Good knowledge of current state and federal grant programs;
- Good knowledge of local, State and Federal governmental structure, including legislative processes, regulating and service providing agencies;
- Good knowledge of the development and management of capital projects;
- Ability to coordinate all facets of development of a major multi-facility complex from site selection to land acquisition and preparation to funding for design and construction to long-term maintenance, operations, and management;
- Ability to administer complex, long-term projects;
- Ability to carry out complex planning functions including public process and document preparation and approval;
- Ability to organize and coordinate a wide variety of individuals including volunteers, committee representatives, agency personnel, Municipal staff, and members of the public;

- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Recreation, Business Management, Public Administration, or Planning; and
- Considerable experience in administration, preferably involving grants, planning and/or facilities development; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit various work sites and remote locations within the City and Borough.

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