



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 985.2

Job Title: **DEPUTY DIRECTOR-PARKS & RECREATION (EX LV)**

Pay Grade: 34

GENERAL SUMMARY:

Manages departmental operations to ensure continuity and delivery of services, including internal and external conflict resolution.

RESPONSIBILITIES:

- Supervises the activities of several offices, (i.e. Employee Relations, Budget and Business Administration).
- Monitors departmental operations to ensure coordination, information flow and policy compliance.
- Interacts and intercedes between departmental managers/supervisors to resolve problems and conflicts.
- Directs and coordinates implementation of policy and procedures.
- Formulates and/or coordinates a variety of special projects.
- Serves as an advisor to the Director.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

Seven years of experience are required.

COMPLEXITY:

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:

Errors in work lead to major costs and problems; impacts are typically short-term but may have some affect on the long-term performance of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Deputy Director or the equivalent. This position is typically over the Assistant Directors and reports directly to the Department Head/Director. This level of supervision has a very significant level of input regarding personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Deputy Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

Effective: October 1990