



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 985.3

Job Title: **ASSISTANT DIRECTOR-PARKS & RECREATION
(EXECUTIVE LEVEL)**

Pay Grade: 32

GENERAL SUMMARY:

Manages the overall operation of a Parks Division including budget preparation, personnel management and planning. Coordinates activities with other division, agencies and organizations.

RESPONSIBILITIES:

- Manages and develops budget and personnel to direct and control the division's responsibilities and accountabilities.
- Directs the operations and maintenance of revenue and contracting of revenue producing facilities.
- Manages and controls all financial transactions within the division such as payroll, budgeting, accounts payable/receivable and general accounting to ensure authorized transactions are properly executed, recorded and documented.
- Represents the department's fiscal interests to the Finance and Administration Department, City Controller's Office and other departments.
- Performs miscellaneous assignments in terms of establishing policies and procedures and special projects.
- Attends various public meetings, providing input into planning and development of parks.
- Establishes short and long term goals and objectives to improve and expand marketing and revenue opportunities.

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 non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to major costs and problems, and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

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

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

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