



ASSOCIATE DIRECTOR OF RECREATION

Job Posting

Position Title:	Associate Director of Recreation
FLSA	Salary / Exempt
Department	Parks & Recreation
Reports to	Director of Parks & Recreation
Supervises	3 direct reports
Salary	\$54,754 - \$82,131
Application Deadline:	November 16, 2020

Apply Online at <http://JOBS.COLUMBUS.IN.GOV> or call or email City Human Resources 812-376-2570 or humanresources@columbus.in.gov to make an appointment to apply in person if you need help, accommodations or don't have access to the internet elsewhere. We welcome all applicants and are pleased to schedule an appointment for you to apply in person. Each applicant should be prepared to upload a resume and cover letter.

Summary of Functional Responsibilities:

Under general direction of the Director of Parks and Recreation, the Associate Director of Recreation manages and leads operations of the department pertaining to recreation and assists the Director in creating and emphasizing a problem-solving approach to department needs. Provide both external and internal customers a clear and effective communication with a focus on continuous improvement. The position helps coordinate and respond to daily recreational needs and issues. The position reports to the Director in team and staff development and facilitating work flow, operational decisions, planning and organizational development initiatives. The position helps ensure the success of department mission and vision and provides leadership on communications of complex and high profile projects as well as ongoing processes involving multiple work groups, other city departments and external partners.

Specific Duties of the Position:

1. Contributes to the strategic leadership of the Department of Parks and Recreation, which includes the following:

- Serves as an active participant in the department leadership team, setting vision and direction for the department through annual work planning and alignment with broader city strategies and goals, communicating a positive vision of the future and inspiring passion for delivering excellent programs and services.

- Establishes and ensures a culture that models city values, provides effective leadership, and ensures the creation and maintenance of a high-performance culture.

2. Manages and directs operations of the department's recreation offerings, responsibilities for which may include but are not limited to:

- Providing direction and ensuring reports are accountable for effective management (safety, customer service, fiscal responsibility, cross-team collaboration and effective communications).

- Establishing, communicating with, and aligning teams around objectives that are clearly linked to broader city strategies and goals.

- Directing work quality (annual work and performance planning) setting standards and expectations relating to facility and program management and service impact.

- Holding self and direct reports accountable for implementing, communicating and leading effective talent engagement and management processes, including selection, performance feedback, development and succession planning processes.

- Administers recreation budget, including general, non-reverting, capital and grant funds, monitoring revenue and expenditure records, and ensuring cost-effective operations within assigned budget.

3. Coordinates and manages complex and high-profile projects involving competing interests and multiple objectives, including:

- Develops and manages effective and inclusive public and team processes.

- Demonstrates business savvy and political astuteness.

4. Ensures responsiveness and continuous improvement of the recreation facets of the department, including:

- Developing partnerships, supports and reinforces open-minded and solution-oriented staff response to customer needs. Looks at issues and problems from the customer's point of view and finds ways to address these issues and concerns while balancing the needs of the department/city.

- Produces high quality results relative to recreation. Thinks ahead, recommends management priorities to the director, anticipates issues and proactively develops response plans.

- Ensures staff compliance with regulatory safety protocols. Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment.

- Stays knowledgeable of trends and current thinking in the fields of parks and recreation, including but not limited to services, park planning, sustainability, public administration, project management, leadership, and employee management. Uses all forms of data and information to analyze and present viable choices and alternatives.

- Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.

5. Performs related duties as required to meet the needs of the department and city organization.
- Responds to public queries and provides information to interested community organizations, groups, and individuals regarding the provision of recreation facilities and subsequent services.
 - Promotes a culture of teamwork and synergy through collaboration and communication both within the department and with other governmental agencies.
 - Generates creative and innovative solutions to manage organizational issues and opportunities.
 - Maintains and promotes professional ethics (i.e., honesty, integrity, respect, fairness, caring) in all conduct.
 - Complies with all city and department policies; participating in professional trainings and development.
 - Serve as a liaison for the department with other governmental agencies, neighborhood groups, community organizations and other groups related to parks and recreation.
 - Perform all other duties as assigned.

Education and Experience:

Bachelor's Degree in Parks and Recreation or a related field and at least five or more years of increasingly responsible management experience in parks and recreation related work; including supervision of staff, program development and management, facilities management, fiscal management, community relations, and resource development.

Key Competencies:

As a key leadership position within the Department of Parks and Recreation, the Associate Director of Recreation should have and utilize the following competencies:

- **Business Acumen:** knowledge in current and possible future policies, practices, trends, technology and information affecting the organization.
- **Dealing with Ambiguity:** has the ability to work well within an evolving environment; remains effective when the vision, direction and/or path is vague or unclear, and performs within an acceptable level of risk.
- **Developing Direct Reports and Others:** Is people building and aware of team members' career goals, constructs and executes compelling development plans, holds frequent development discussions and provides challenging and stretching tasks and assignments.
- **Lead and Follow in Collaboration:** work and communicate effectively with others both inside and outside the Parks department and navigate complexity with groups and individuals with cultural and community sensitivity.
- **Managing Vision and Purpose:** Communicates a compelling and inspired vision or sense of core purpose, talks beyond today, is optimistic, makes the vision shareable by everyone, can inspire and motivate entire units or organizations.

- **Motivating Others:** Facilitates a positive work environment that supports peak performance; has the ability to determine what encourages others; and demonstrates an ability to delegate while fostering independent decision-making.

Skills/Qualifications:

Demonstrated experience in engaging and leading staff and helping to shape a positive culture within an organization and the ability to communicate complex issues, lead successful initiatives and direct staff with clarity. Experience with Parks and Recreation in the areas of strategic planning, performance based management objectives, recreation program and partnership development, sustainability efforts involving economic, social, and environment policy development and implementation are expected.

Critical skills and background experience should include:

- Excellent communication skills and interpersonal skills including diplomacy, listening, verbal, written, presentation and public speaking skills.
- Ability to discuss complex technical and administrative issues, develop feasible alternatives and explain options to the Park Recreation Board, Planning Board, City Council, associates and the general public.
- Ability to work well with members of Boards and Commissions and maintain good working relationships with officials, associates and diverse employee/public groups.
- A track record of solving problems and resolving issues in difficult, complex and/or contentious situations.
- Ability to manage multiple tasks and complete assignments effectively amidst frequent distractions and interruptions.
- A strong commitment to and the ability to integrate the broader perspectives of the city economic, environmental, and social sustainability into a larger vision and work product.
- Excellent employee management and development skills.
- Demonstrated history of producing high quality results relative to work plans, operations, and initiatives.
- Well-developed customer service skills and demonstrated history supporting and reinforcing an open-minded and solution-oriented staff response to customer needs.
- Proven ability to be strategic, creative, and innovative, taking calculated risks, setting bold performance goals, and bringing about positive change in an organization.
- Demonstrated ability to think ahead, anticipate issues and proactively develop responsive plans, strategies and actions.
- First Aid/CPR/AED certified or the ability to do so upon hire.
- Valid Indiana driver's license or ability to obtain one immediately and good driving record, sufficient to be covered by city insurance.

Judgment:

Work is of a high degree of difficulty and complexity and is performed under direction with considerable latitude granted the incumbent for exercise of independent judgment.

Supervisory Responsibility:

Directly supervises three full-time employees and indirectly supervises the Recreation division. Administrative activity is complex and may demand innovative measures to accomplish.

Relationships Responsibility:

Relationships inside and/or outside the organization on complex matters are of a high degree of importance to the organization.

Working Conditions:

More than ordinary exposure with considerations of weather and pressures resulting in stress or other job-related inconveniences and some evenings, weekends and mandatory overtime are required for this position. Recreation activities occur in the evenings and on weekends so a high degree of schedule flexibility is required as the Associate Director of Recreation shall regularly attend events sponsored by the department and be on call for emergencies even if not working.

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

E/O/E

*all potential applicants are encouraged to apply, and if you need accommodation or help applying online, please call 812.376.2570 to make an appointment or email humanresources@columbus.in.gov