

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Community Services
Division of Parks & Recreation
Classified, Grade 15
FLSA exempt position

ASSISTANT DIRECTOR OF COMMUNITY SERVICES
PARKS & RECREATION

GENERAL STATEMENT OF DUTIES: Administers and directs County park development and maintenance, and public recreation programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for supervising development, promotion, and selection of recreational programs and the maintenance, planning, coordination, and grants administration for all County park land, open space, and greenway operations. General supervision is exercised over the work of all parks and recreation staff. The work is performed under the administrative direction of the Director of Community Services.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Develop and administer parklands, greenways and conservation open space enhancements, operations and maintenance plans;
Provide for planning, design, engineering, and conservation of open space, greenway, conservation and park development projects;
Provide administrative support for grants applications and grants implementation for open space, conservation, greenway and park development projects;
Provide technical assistance and interagency coordination for parks site planning, greenway, and open space conservation planning;

Plan and direct a program of recreational activities for all segments, groups, ages, and interest levels of the County;
Assist in the preparation of the annual and long range budgets for division and grant funding strategies;
Supervise a staff of permanent and seasonal part-time employees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Demonstrated administrative abilities and skills; good knowledge of principles and practices used in park operations and maintenance; thorough knowledge of all phases of County recreational programs; ability to develop and execute a well-rounded program of recreational activities; thorough understanding of grant development, applications, administration, and implementation; thorough knowledge of the occupational hazards connected with general parks maintenance operations and ability to observe and enforce appropriate safety precautions; ability to cooperate, develop, and maintain effective relationships with staff, County departments, elected officials, general public, and related agencies; ability to communicate effectively; demonstrated ability to supervise and to obtain the cooperation of others in difficult situations; mature judgment; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in parks and recreation, physical education, outdoor leadership, business administration, or related field with considerable experience in recreation programming, park operation and maintenance, and successful grant application development, preferably in a local government; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07
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