

Title: Assistant Director of Community Services
Department: Community Services
Division/Office: Parks & Recreation Division



Grade 2124; FLSA Exempt position; Category: Classified; Job Code: ADPR; Rev.:07/01/2021

General Description

The purpose of this position is to direct the daily operations of parks and recreation development, maintenance and programs.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- 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.
- Plans, organizes, and directs the parks and recreation programs and facilities for citizens of all ages; oversees and assigns work that involves recreation programs, land management issues, park development, aquatics, and the planning and coordination of department functions.
- Utilizes professional staff to explore new and innovative ways for improving the parks and recreation programs and activities; develops plans and programs that are visionary; manages priorities and progress of projects and activities.
- Plans, designs, implements, and reviews department short- and long-term goals and priorities.
- Develops and manages annual department budget; monitors and approves expenditures; collects and analyzes data.
- Prepares a variety of reports regarding department activities, accomplishments, and goals.
- Implements and enforces department policies and procedures; designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives.
- Performs related work as required.

Minimum Education and Experience Requirements:

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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Requires a Bachelor's degree in parks and recreation management, leisure services, physical education or related field and eight (8) years of progressively responsible experience in parks and recreation programming and administration; or an equivalent combination of education, training, and experience.

Additional Requirements:

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.

Americans with Disabilities Act 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; work requires fingering, and repetitive motions; 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement