



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT DIRECTOR-PARKS, RECREATION, AND PUBLIC PROPERTY (PRPP)

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4250

PAY RANGE CODE: 25 AEC

REVISION DATE: 1/26/17

NATURE OF WORK:

This is administrative managerial work in the Parks, Recreation, and Public Property Department. The work involves assisting the department's director in the operation of the department. Work involves managing the Administration division, administering park planning and development functions, facility development, capital planning, and assisting the director in managing all of the department's activities. Work involves the research and development of projects, proposals, strategic plans, fee structures, and grant applications. The work also involves overseeing the record keeping and billing of ongoing departmental enterprises and performing special assignments related to the operation of the department.

The work also involves assigning work to division managers and monitoring their progress. Other activities of the incumbent include representing the director and the department in public meetings, and presenting to the City Council, the Park and Planning boards, and other interested groups. The incumbent in this classification exercises a great amount of independence in the performance of duties and receives general guidance from the department director.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Meets with the Parks, Recreation, and Public Property Director to discuss departmental issues and receive work assignments and acts as director in the director's absence.

Meets with the mayor's staff and division managers to prepare and present the departmental budget to the director and the City Council, and manages its internal fiscal processes.

Composes the department's annual capital improvement plan, reviews the plan with the director, represents the department on the city-wide Capital Improvement Committee, and establishes project funding levels.

Oversees the Park Planning division, assigning duties and projects to staff and monitoring their progress.

Oversees and coordinates all city-wide events (e.g., Earth Day, Holiday Lights, Taste of Omaha, etc.).

Writes or oversees the writing of Requests for Proposals for non-traditional projects and services and coordinates with officials of the Law and Finance departments to finalize the proposals.

Participates in long and short-range planning projects for the creation or refurbishing of City parks, recreational facilities, and public property; assigns staff to perform each segment of the projects; directs and distributes capital improvement funds; and monitors the expenditure of funds and the overall progress of the projects, inspecting work in progress and resolving issues that arise.

Attends weekly City Council preliminary and public sessions and makes presentations to explain the details of proposed projects.

Manages the feasibility, research, and development phases of departmental projects, including preparing construction plans and specifications; making presentations to request grant funds to federal, state, and local agencies; composing ordinances and other council documents; and developing and maintaining record keeping and billing systems.

Coordinates the planning and implementation of projects with department staff, staff from other city departments, agents of other governmental entities, and private contractors, developers, and engineers.

Serves on committees to select architects, engineers, and consultants, specifying the scope of work and negotiating fees.

Reviews plans and specifications, recommends changes as needed, adjusts funding for the projects, and approves payment for work completed.

Manages the preparation of media releases and meets with representatives of the news media to apprise them and the public of the details of the department's planned projects and responds in writing to inquiries from the Mayor, members of the City Council, other City officials and employees, and members of the public.

Composes agreements with user groups for the improvement of facilities, meets with the groups involved to negotiate the terms of the agreements, manages the projects to completion, and requests appropriate billings from the Finance department.

Oversees the preparation of board agendas and meeting minutes; chairs the Parks and Recreation Board; represents the City in serving on other committees and boards involving other City officials, staff, user groups, and other interested parties to discuss projects, present items for consideration, plan events, explain the department's functions and policies, and resolve issues.

Regularly attends meetings of such entities as the Nebraska Soccer Association, the Omaha Softball Association, and the Omaha Public Golf Association to provide information and respond to questions and issues.

Oversees the hiring, training, promotion, transfer, discipline, and termination of divisional personnel and conducts sensitive personnel related activities as directed by the PRPP director or the Human Resources Director.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the principles and practices of landscape architecture as it pertains to parks, recreational facilities, and public property, including planting, fertilizing, pruning, and removal techniques of plant material, trees, and shrubs.

Knowledge of park and recreational facility short and long-range planning, design, construction and maintenance techniques, and contract administration.

Knowledge of the operation, maintenance, and staffing requirements of community centers, swimming pools, ice rinks, marinas, tennis courts, ball fields, playgrounds, golf courses, clubhouses, and their attendant parking areas and outdoor lighting.

Knowledge of the promotion, operation, staffing, and maintenance of major public events, and the relationship among promoters, entertainers, their staff, and the department's staff.

Knowledge of the theories and practices of public administration, including budget preparation, accounting principles, and personnel management.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to research, prepare, and evaluate construction plans, cost estimates, grant proposals, ordinances, annual divisional and departmental budgets, and other official documents.

Ability to evaluate work in progress and diagnose and solve problems.

Ability to communicate effectively with other department employees, employees of other City departments, architects and contractors, promoters, performers, others associated with major public events, and the public.

Ability to make clear and concise presentations to members of the news media and members of the public.

Ability to participate in the activities of boards and committees charged with treating matters related to parks and park planning, recreational activities, and public properties.

Ability to operate standard office equipment.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees, representatives of public and private concerns, and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 61 to 75% of the time; to stand and walk from 26 to 50% of the time; and to climb, reach, balance, bend, stoop, squat, or lift up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree

AND

Five (5) years of experience as director of a Parks and Recreation department in a smaller community or as manager of a division or a facility of the Parks and Recreation department of a larger community.

OR

Ten (10) years of experience as director of a Parks and Recreation department in a smaller community or as manager of a division or a facility of a Parks and Recreation department of a larger community.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or arrange transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting amid normal conditions of dust, fumes, noise, and odors; however, at times an incumbent in this classification is required to be outdoors in all weather conditions, near moving machinery, high voltage, or toxic or caustic chemicals, amid

fumes and high humidity. The incumbent also works periodically during other than normal working hours.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Copier
Scanner

Printer
Calculator

Facsimile Machine
Telephone

Previous Revision Date(s): 12/19/12