



Salt Lake County Job Description

Associate Division Director – Recreation

DEPARTMENT: Community Services

DIVISION: Recreation/3640

JOB CODE: 052 **GRADE:** 018

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 04/01/2011

SAFETY SENSITIVE: No

JOB SUMMARY

Under the general direction of the Division Director, assists with the management and development of the budget, policies, procedures, and performance standards. Oversees personnel, facilities, and programs of all recreation facilities. Leads the strategic planning process to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Parks and Recreation, Recreation Administration, Physical Education, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Due to the nature of this position, the successful applicant may be required to pass a pre-employment background check.

Must possess or be able to obtain a valid Driver's License issued by the State of Utah at the time of hire to operate a vehicle.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.

- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Administers the enforcement of safety standards within the Recreation section.
- Amicably reconciles program and patron complaints and responds to politically sensitive issues with general guidance from the Division Director.
- Negotiates and establishes contracts with various outside organizations and agencies in accordance with Division and County policies and procedures.
- Oversees the development and recommendations for Recreation section fee adjustments based on cost recovery, market recovery, market capacity, and differential pricing.
- Monitors the Section program revenue collections and expenditures by analyzing monthly, quarterly, and other pertinent reports.
- Represents the Division Director as needed at public and professional meetings; makes presentations to community and city councils, and county officials.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Principles and practices of public recreation administration
- Principles of public business administration
- Community demands and needs for recreational services
- Goals and objectives of comprehensive recreation programming
- Community trends, demand, and needs for recreational services
- Public relations principles and techniques
- Accounting methods and procedures

Skills and Abilities to:

- Work with computer software related to job specific duties

- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently
- Develop, interpret, and administer policies and procedures
- Research, compile, and summarize a variety of informational and statistical data and materials

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting. Travels to locations throughout the County.

IMPORTANT INFORMATION REGARDING THIS POSITION

May be required to work nights and weekends as needed. This position is subject to being called to work prior to or after the scheduled shift in the event of an emergency.

Revised Date/Consultant's Initials: 11/15/2017 GB