



Salt Lake County Job Description

Associate Division Director – Finance and Operations Parks and Recreation

DEPARTMENT: Community Services

DIVISION: Parks and Recreation/ 3630

JOB CODE: 052 **GRADE:** 018

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 4/18/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Works directly with Division Director to assist in leading, and execution of administration and management for the division in accordance with general policies established by the Salt Lake County Mayor, County Council and the Community Services Department. Supervises and administers the division's financial, fiscal and administrative functions with primary responsibility for annual budget process. Focuses on internal operations of the organization.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business Management, Accounting or related field plus six(6) years of related experience of which two(2) 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.

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.

- Monitors and manages the divisions budget
- Works with the Fiscal Manager to compile, organize, prepare and validate the division June budget re-opening figures
- Works with the Fiscal Manager to monitor budget costs and revenues of all programs and activities within the division.
- Calculates and apportions the annual budget among the division's grants and contracts and prepares the annual division single audit to turn in to the Auditor's Office.
- Serves as "Administrator-in-Charge" in absence of Division Director.
- Advises and consults with Parks and Recreation's staff officers; in matters related to the operations maintenance and development of their respective areas.
- 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 organization 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.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Represents the Division Director, as needed, at community, council and city councils, Park and Recreation Advisory Board or County meetings, and/or public hearings.
- Evaluates and reviews current technology systems and services on an on-going basis.
- 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.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program Management
- Staff Development
- Organizational Development
- Budget preparation, management techniques and cost accounting
- Strategic Planning
- Project Development
- Mentoring and Coaching
- Fiscal management principles, including preparing, monitoring and reporting budgets
- Supervisory skills and abilities
- Human Resource procedures and techniques
- Public relations including public speaking
- County wide and personnel policies and procedures
- Writing and communication techniques
- Program evaluation and development techniques
- Principles of accounting to include public accounting
- Research methods and report writing techniques

Skills and Abilities to:

- Work with computer software related to job specific duties
- Manage the financial aspects of the division.
- Make decisions under pressure, prioritize issues and solve complex problems

- Supervise effectively
- Develop and implement parks and recreation service-related strategic plans, policies and procedures
- Develop, administer and control large budgets
- Establish and maintain effective working relationships with public officials, public/private agencies, and the general public on a variety of issues
- Prepare complex narrative and statistical reports, correspondence, and other documents
- Gather, evaluate, interpret and share data, including budgets and financial statements
- Work independently and make professional decisions
- Perform mathematical and accounting computations and accounting problems
- Relate to individuals of diverse social, economic and ethnic backgrounds and be able to satisfactorily respond to their concerns and problems.
- Communicate effectively, both verbally and in writing

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 02/27/2018TB