



Salt Lake County Job Description

Associate Division Director - Parks

DEPARTMENT: Community Services

JOB CODE: 052 **GRADE:** 018

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: Parks Administration/3630

FLSA STATUS: Exempt

EFFECTIVE DATE: 07/28/2015

JOB SUMMARY

Guides the overall direction, growth, budget, and culture of the division. Oversees, personnel, and initiatives for park operations. Leads the strategic planning process to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business, Public Administration or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory; 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.

- 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.
- Maintains professional contacts with community groups and other organizations as a representative of the Salt Lake County Parks & Recreation Division.
- Develops maintenance program performance standards that will ensure safe and consistent implementation practices within the section. Schedules and conducts staff meetings to coordinate county-wide application of methods and procedures.
- Provides leadership in new park development and recreation facility planning, functions, and upgrading and renovating existing facilities. Reviews new facility designs and renovation project plans for functionality and maintenance concerns, and provides a professional analysis of the feasibility of new facility proposals.
- Monitors the section program revenue collections and expenditures by analyzing monthly, quarterly, and other pertinent reports. Makes appropriate adjustments in accordance with applicable division budget management policies and procedures.
- Administers the enforcement of safety standards in the Park Operations Section, ensures facilities and personnel comply with applicable county and division safety requirements. Makes changes in methods and procedures to facilities, equipment, or maintenance programs as needed.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching

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

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: 11/15/2017 GB