



City of Denton Job Description

Title:	Parks Administration Manager
Position ID:	GS4021-400001
Department/Division:	Parks and Recreation/Administration
Reports to:	Director of Parks and Recreation
FLSA Designation:	Exempt
Safety Sensitive:	No
DOT:	No

Definition: Responsible for providing executive level support to the Director of Parks and Recreation, developing and monitoring the department's operating, capital, and special revenue fund budgets, monitoring department's project accounts, managing administrative staff which provide payroll, procurement and accounts payable services for the department.

Essential Functions:

- Responsible for the development, implementation and ongoing management of the Parks and Recreation Department budgets; prepares and assists with the presentation of the annual budget, administers the Department's general fund and recreation funds; assists managers in monitoring and analyzing program budgets; forecasts, prioritizes, and recommends funding levels for operational programs and capital improvement projects.
- Supervises Administrative staff; evaluates the performance of staff; interviews and selects employees for vacancies; recommends transfers, reassignments, disciplinary actions and terminations; plans, coordinates and facilitates employee training and development.
- Oversees timekeeping procedures and the procurement of services and supplies for the Department; ensures the adherence to related policies.
- Requests opening, closing, and transfers for department projects. Regularly monitors project dashboard to review project accounting and status. Assists with preparation of presentations for CIP and Bond Committee meetings. Attends CIP and Bond Committee meetings.
- Provides support, process updates, and training to all department staff regarding budget, accounting, procurement, accounts payable processes, payroll, and projects.
- Prepares and edits documents for board and Council such as Agenda Information Sheets, Resolutions, and Ordinances.
- Responsible for reporting the Department's Key Focus Areas and Key Action Steps of the Strategic Plan to City administration; supports Management in the development, coordination and reporting of Key Performance Indicators to the Department.
- Monitors performance data against existing or new performance targets; prepares reports, graphs, charts and other illustrative materials by gathering and analyzing a variety of data points related to operational and financial analysis in support of the development of short and long-range goals for assigned areas. This information is provided to the Parks Director, Recreation and Beautification Board, City Council and Management

- Monitors the department's 915/916 Park Land Dedication and Development funds and researches available funding for projects in compliance with City Ordinances
- Monitors the Department's Capital Improvement, Gas Well, McKenna Park Trust Fund, and Park Land Dedication funds.
- Performs cost of service analysis and utilizes program pricing models to recommend fee adjustments and program revision / elimination where indicated. Provides staff training for new and/or revised procedures. Prepares the departments Schedule of Fees annually, as a part of the budget process.
- Coordinates and participates in formulation and implementation of department policies pertaining to fees and charges, special revenue funds, co-sponsorship agreements, and transaction processing; facilitates administrative support in maintaining and communicating department rules and policies in accordance with City policy.
- Provides financial assistance and guidance in the preparation of grant applications. Administers the accounting and reporting function for all departmental grant funded projects.
- Acts as the department liaison with the City's Finance, Budget, Treasury and Purchasing Departments.
- Demonstrates continuous effort to improve operations, decrease turnaround, and deliver seamless customer service; reviews and recommends optimized methods for transaction processing and financial reporting.
- Regularly attends and participates in community and board meetings as required, such as public meetings, Parks Foundation, City Council, Public Art and Parks, Recreation, and Beautification Board.
- Maintains regular and punctual attendance

Additional Duties:

- Performs other duties as assigned

Minimum Qualifications / Acceptable Equivalency:

- Graduation from an accredited college or university with a Bachelor's Degree in Recreation Administration or a related field with six years of progressively responsible experience in municipal or private recreation and administration work, including three years supervisory experience

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Ability to communicate effectively, both oral and in writing, with elected officials, appointed boards, employees, other business units and departments, outside agencies, customers, media, and the general public
- Ability to plan, organize, and monitor activities according to priorities, established schedules, and deadlines

- Ability to make prompt decisions on complex matters and make evaluations concerning day-to-day operations.
- Ability to form and maintain effective relationships with coworkers and customers

Preferences:

- Customer service experience
- Payroll, accounts payable experience
- Knowledge of JDE, Spreadsheet Server, Questica, Budget and Job Cost Reports
- Bilingual in Spanish and English
- Experience working with recreation program software (Rec1, Rec Trac, etc.)
- Prior experience with municipal accounting principles and practices

Conditions of Employment:

- Must have a valid Class “C” Driver’s License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class “C” driver’s license and state required minimum automobile liability insurance within 90 days of hire per state law)
- Must pass a drug test, driver’s license check, criminal history background check, and social security number verification check
- Must be able to work outside of regular business hours as required (exempt)
- Must attend and successfully complete the City’s Defensive Driving Course (DDC) as soon as possible after employment (if required to drive City vehicle or personal vehicle for City business)

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

- Y = Yes
- N = No
- E = extensive (100-70%)
- M = moderate (60-30%)
- I = infrequent (20-10%)
- A = almost never (<10%)

Task: Code:

1. Standing: A
2. Sitting: E
3. Walking: I
4. Lifting: A
5. Carrying: A
6. Pushing/Pulling: A
7. Overhead Work: A
8. Fine Dexterity: M
9. Kneeling: A
10. Crouching: A
11. Crawling: A
12. Bending: I
13. Twisting: M
14. Climbing: A
15. Balancing: E
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of a computer, telephone, and ten-key.

Environmental Factors:

The essential functions of this position are performed in an office environment

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 10/8/2016

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