



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Director of Recreation & Parks (6001)	Opening date	November 21, 2016
Department	Recreation & Parks	Closing date	Open Until Filled
Salary range	\$93,666 - \$149,866 (A20)		

General statement of duties

Responsible for guiding and administering the development, implementation, operation and evaluation of recreation programs and park facilities; budget preparation, meeting with citizens and communicating with members of the public; other agencies and officials; does related work as required.

Distinguishing features of the class

Under Mayoral administrative direction; plans, manages, oversees and directs the operations and services of the Annapolis Parks and Recreation Department which includes the planning, acquisition, construction and maintenance of parks, open spaces, landscapes, trails, recreation and leisure programs and facilities including an outdoor swimming pool and the Stanton Community Center. Coordinates activities with other City officials, departments, outside agencies, organizations and the public. Exercises direct and indirect supervision over professional, technical, office, and part-time personnel.

Examples of work (illustrative only)

- Accepts responsibility for all Recreation and Parks Department activities and services including activities associated with parks, open spaces, landscapes, trails, and facility maintenance; and recreation and leisure program issues;
- Develops, implements and maintains Parks and Recreation Department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals;
- Plans, directs and coordinates the Recreation and Parks Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves personnel problems and/or issues;
- Provides leadership for Parks and Recreation Department personnel; coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations;
- Inspects and evaluates the adequacy of existing parks, grounds maintenance activities and community recreation and leisure services program components; prepares recommendations for budgets and grants; oversees construction projects for facilities modifications and/or construction;
- Prepares, manages and coordinates the development of the Recreation and Parks Department budget; prepares forecasts of necessary funds for staffing, materials and supplies; approves expenditures; directs the collection of recreation related fees, charges and rental agreements for City park facilities;
- Meets with public groups, organizations and associations to explain and promote recreational and leisure programs, facilities and activities; interprets the Departmental activities through press releases and other publicity;

- Serves as a resource for department personnel, City staff, other organizations and the public; provides staff assistance to the Recreation Advisory Board, Art in Public Places Commission and other advisory boards as assigned; coordinates pertinent information, resources and work teams as necessary;
- Attends and participates in professional and community meetings; stays current on issues relative to the field of parks and recreation and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service environment within the department.

Required knowledge, skills and abilities

Comprehensive knowledge of modern principles, practices and techniques of parks maintenance and facility operations; recreation and leisure activity administration including program planning and evaluations; methods and techniques of supervision, training and motivation; applicable federal, state and local laws; and principles and practices of budget administration. The ability to plan, direct, manage and coordinate the work of recreation and parks personnel; develop and administer departmental goals and objectives; operate and maintain a variety of parks and sports facilities; analyze complex recreation and parks issues and implement sound solutions; make adjustments to operations as necessary to improve organizational effectiveness; supervise, train, and motivate department personnel; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships. The skills to operate a variety of office equipment including a computer and a variety of word processing and other software applications.

Acceptable experience and training

Any combination of education and experience equivalent to five or more years of broad and extensive program experience in municipal recreation, leisure and/or parks management including at least three years in a responsible management or supervisory capacity, and a Bachelor's degree in recreation administration or closely related field.

Americans with Disabilities Act

Physical ability: ability to work outside in all seasons; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: sufficient to observe recreation activities, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, gender identity, or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.