

City of Dallas
Classification Specification

Title:	Park and Recreation Director	Class Code:	24322
Application:	Single Incumbent	Pay Grade:	Miscellaneous
Supplemental/Code:	Executive/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Directs, plans, and manages the Park and Recreation Department including programming, construction, and operations consisting of but not limited to, maintenance and community interfacing of a complex service delivery agency to ensure that the recreational needs of citizens of the City of Dallas are fulfilled. This position reports directly to the Park and Recreation Board, a fifteen member board appointed by City Council to establish and monitor policies.

Essential Functions:

1. Assumes direct accountability to all citizens, Park and Recreation Board, and the City Council for all activities of the Park and Recreation Department including operation and maintenance of all municipal parks, recreational facilities, golf courses, and the City Zoo and Aquarium to ensure effective operations.
2. Develops and administers all internal departmental administrative directives and ensures Park Board policy is adhered to and effectively administered.
3. Develops strategies, establishes goals and objectives, provides long term planning, and sets priorities to ensure construction, operation, and maintenance of all park and recreational facilities to meet the current and future needs of a diverse citizen population.
4. Supervises and executes through subordinate personnel all personnel actions including hiring, disciplinary action, training, performance evaluation and handling of employee grievances to ensure maximum productivity and employee morale.
5. Administers the departmental annual operating budget and the capital improvement budget to ensure fiscal responsibility and to ensure that operational costs remain within budgeted parameters.
6. Communicates with the City Manager's Office, City Council, Park and Recreation Board, corporate CEOs, institutional and agency directors and boards, school superintendents, other department directors and county and state officials to ensure coordinated strategies and effective use of resources.
7. Prepares and presents weekly business agenda and briefings for Park and Recreation Board and Board Committees for consideration and possible action.
8. Works closely with Zoological Society and Botanical Society for promoting and marketing programs to mutually benefit the City, Dallas Zoo and the Dallas Arboretum.
9. Seeks and negotiates for private and public funding for Park and Recreation facilities and community programs.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of recreational programming and park maintenance.

Thorough knowledge of business management and customer service principles and practices.

Knowledge of personnel management and ability to supervise a large work force.

Knowledge of municipal government operations, policy administration, and contracting procedures and regulations.

Knowledge of budgeting processes and fiscal resource management.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Works in an office environment.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

