

**CLASS TITLE: DIRECTOR OF PARKS AND RECREATION**

- **PURPOSE OF THE CLASSIFICATION:** Under administrative direction engages parks department, its partners and the community in programming and services contributing to the education, public safety, wellness and quality of life for the citizens of Tulsa

**ESSENTIAL TASKS:**

- Oversees the development and administration of diverse community-based recreational programming, incorporating significant revenue considerations
- Manages a variety of contracts with various individuals, groups and organizations
- Ensures departmental compliance with various regulations, codes and policies
- Establishes and maintains a strong department-wide team prospective on issues and service delivery
- Provides leadership in developing and implementing an overarching vision in the Parks and Recreation Department for service provision of parks and facilities in the community
- Oversees conducting community forums and the evaluation of periodic needs assessments to maintain an understanding of shifts in community interests and priorities
- Synthesizes community needs and interests with best practices, current trends, economic feasibility and departmental capability
- Creates strategies for implementation of new and updated programs, parks and facilities
- Manages policy directives from the Tulsa Park and Recreation Board and administration
- Coordinates parks program with recreational activities, school needs and other community recreation and beautification programs
- Plans and directs continuous public relations and volunteer programs
- Initiates Parks division projects involving cooperative efforts on the part of public and private organizations
- Represents diverse Parks interests, programs, services and events in the media and with community groups
- Oversees and evaluates research on trends, new technologies and best management practices in the parks and planning professions in the area of urban park planning, management and maintenance, urban forest management and environmental sustainability
- Advocates, assists and provides support to division managers in the areas of short and long range planning, project management, capital improvement, project funding partnerships and public participation in the planning and development process
- Directs the development, utilization, and maintenance of the zoo facilities
- Attends various meetings and seminars
- Establishes and manages the capital improvements program
- Prepares and monitors an annual budget
- Establishes and manages revenue and expenditure controls
- Attends meetings of, and acts as secretary ex officio to, the Tulsa Park and Recreation Board
- Keeps board members informed of problems
- Prepares monthly and seasonal reports for the operation of the park system
- Reports on the progress of the operations
- Prepares information for publication and release to the news media
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in park management, recreation, health, horticulture, landscape architecture, public administration, education, or a closely related field with a master's degree preferred, and ten (10) years of progressively responsible experience in parks and recreation management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles practices, and methods of park, zoo and recreation administration; comprehensive knowledge of the facilities and equipment needed in a broad park and recreation program and of the most effective arrangement of recreational areas; knowledge of marketing park and/or recreation programs and considerable knowledge of public administration, including budget preparation and control, purchasing, and personnel management. Ability to provide strategic leadership, implement sound business practices, build effective partnerships and constituencies and to develop, mentor and hold accountable employees and supervisors; ability to plan, direct and coordinate the activities and personnel involved in a comprehensive park and recreation program; ability to evaluate present programs, establish goals and make recommendations for continuing improvement of the department; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Applicant must have demonstrated strong decision-making and management skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 5 pounds; may be subject to walking, standing, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possess of a valid Oklahoma Class "D" Operator's license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

Effective date: February 22, 2008