

CITY OF HAINES CITY  
JOB DESCRIPTION

DEPARTMENT: PARKS & RECREATION  
REPORTS TO: PARKS & RECREATION DIRECTOR

**ASSISTANT PARKS & RECREATION DIRECTOR**

**GENERAL DESCRIPTION:**

This is responsible administrative and supervisory work in promoting, organizing and administering a broad range of recreation programs for the City. Employee in this classification will be responsible for assisting the Parks & Recreation Director in the management, operation and administration of the Parks & Recreation Department. Work includes planning, organizing and supervising the financial and business operations of the Department as well as assisting the Director in the planning, developing, scheduling, directing and implementation of a year round, city-wide parks and recreation program. Employee in this classification exercises considerable initiative and independent judgment under the direct supervision of the Parks & Recreation Director.

**ESSENTIAL FUNCTIONS:**

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Promotes, organizes and administers a broad range of recreation programming.

Plans, manages and coordinates the City support services for special events.

Evaluates recreational programs and makes recommendations for new or revised activities.

Assists with planning for future needs and recreational improvements.

Participates in the preparation, submission and administration of department budget.

Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to ensure sound fiscal control.

Orders new and replacement equipment.

Observes, evaluates, confers with and advises support staff.

Conducts administrative staff meetings as needed.

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Evaluates subordinate supervisors through completing performance appraisals and reviewing subordinate supervisor appraisals of staff personnel.

Communicates official plans, policies and procedures to commission, administration, staff and the general public.

Identifies operational and administrative deficiencies and provides recommendation for implementing changes as appropriate.

Oversees the divisions of Parks & Recreation including, Parks, Facilities Maintenance, Banquet Facility, Aquatics, Recreation and Summer Recreation.

Represents the Department and Director on various occasions and serves on a variety of internal and external committees.

Acts in the absence of the Director.

Prepares written reports and maintains records.

Conforms to all rules and regulations and inspects facilities for safety issues.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Thorough knowledge of the objectives and activities of recreation administration. Considerable knowledge of the principles and methods used in organizing and directing play and recreation activities. Considerable knowledge of the principles and methods used in organizing and directing play and recreation activities. Considerable knowledge of a variety of recreation activities suitable for children and adults. Considerable knowledge of first aid methods and necessary safety precautions used in recreation work. Ability to establish and maintain effective working relationships with employees, officials, civic organizations and the general public. Possess thorough understanding of the interrelationship between park maintenance and recreation programs. Ability to express oneself in a clear and concise manner, both orally and in writing. Must be physically capable to perform essential functions as required.

**Training and Experience:** Graduation from an accredited college or university with a Bachelor's Degree in Parks and Recreation Administration, public administration or related field; Master's degree preferred. Three (3) years of progressively responsible experience in Parks and Recreation Administration; or an equivalent combination of training and experience.