AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO. 9
Approval of Hiring Process for Assistant Director of Parks and Recreation	AGENDA DATE: 5/28/24

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

In 2020, the positions of Assistant Director of Parks and Assistant Director of Recreation was consolidated into one Assistant Director position.
The position was vacated when the previous Asst. Director was promoted to Director.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The Assistant Director of Parks and Recreation will oversee daily operations of the Department including, but not limited to, direct supervision of all division managers, operating as liaison for community partners and other city departments for any day-to-day operations items, and management of event and activities throughout the parks system. The Assistant Director will also work with the Parks Director on future planning and development for sustainability and growth of the Parks Department in accordance with the Master Plan. This position is budgeted for within our 2024 budget.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve the position of Assistant Director of Parks as well as the approval to staff.

RESOLUTION NO. 2024 - _____

RESOLUTION TO AMEND RESOLUTION 2023-30 TO ALLOW FOR THE CITY TO HIRE FOR THE POSITION OF ASSISTANT DIRECTOR OF PARKS AND RECREATION

WHEREAS, The City Council of the City of Bryant desires to amend resolution 2023-30

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby amends resolution 2023-30 to allow the city to hire for the position of Assistant Director of Parks and Recreation.

PASSED AND APPROVED this _____day of _____, 2024.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

2024 City of Bryant
Assistant Director of Parks and Recreation
Job Description

Job Code: 3000
Exempt: Yes
Department: Parks and Recreation
Reports To: Parks Director
Location: Parks Department
Date Prepared: October 17, 2008
Date Revised: September 09, 2020
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Assistant Director of the Bryant Parks and Recreation Department supports the City's mission, vision, values and strategic plan initiatives. Assists the Director of Parks and Recreation to implement the vision and mission of the Department. Works alongside the Director of Parks and Recreation to develop and implement department-wide goals, objectives, policies and priorities. This includes park operations, maintenance, planning, facility management, customer service, and community engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, develops, schedules, directs and implements a year round, city wide recreation program serving all ages and community needs.

2. Serves as a liaison between the parks department and community parks partners organizations.

3. Develops strategic partnerships with local businesses, non-profit organizations, community groups, city schools, and other governmental agencies, etc., as necessary to maximize the strength and effectiveness or programming.

4. Ensures the implementation of effective publicity and marketing efforts to maximize community awareness participation in parks.

5. Prepares and monitors budgets relating to parks operation, including, but not limited to, determining cost effectiveness and revenue potential of programs.

6. Prepares and reviews contracts, agreements, and bid specifications.

7. Promotes the public use of parks resources, areas, and facilities for group and individual play and recreations.

8. Manages the training and guidance of parks program personnel and administrators.

9. Directly oversees Parks Superintendents and Coordinators.

10. Completes daily logs and reports as assigned.

11. Develop and delegate Parks marketing strategy to include event, programs, etc.

12. Assists Parks Department Director and Parks Committee long-term strategic planning.

13. Assists Parks Department Director in developing operations and capital budgets.

14. Proposes new ideas to improve event opportunity and planning.

15. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence. ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to read, analyze, and understand general business/company related articles and professional journals; ability to speak effectively before groups of customers or employees. ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors. ability to read, analyze, and understand the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas drivers license or a valid drivers license recognized by state of Arkansas.

First Aid and CPR certified.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Certified Parks and Recreation Professional preferred but not required.

SOFTWARE SKILLS REQUIRED
Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Accounting, Contact Management, Database, Other

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND
Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING
Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises an extra large group (25+) of employees who are engaged in diversified activities in one or more departments.

Supervises the following departments: Recreation Staff

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above range from $10,000,000

to $25,000,000.

ACCURACY
Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT
Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from $100,000 to $1mm.

IMPACT ON END RESULTS
Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT
Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT
Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS
Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, extreme cold, risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; and frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, taste or smell; occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.