

The Maryland-National Capital Park and Planning Commission

TITLE: Parks and Recreation Division Chief **GRADE:** K **CODE:** 3441
SERIES: Recreation **DATE:** 1/13/88

Class Definition

Under general direction, manages park maintenance (e.g., grounds keeping and general trades work) and general recreation programs in assigned area covering approximately one-third of county (includes over 100 developed park sites, regional parks, and neighborhood recreation centers). Work involves close contact with citizens, community groups, and government officials to identify needs, plan programs, and respond to complaints and the total management of diverse work programs and facilities with complex purposes and goals. Performs other related duties as assigned.

Examples of Important Duties

1. Manages area programs. Defines goals and objectives. Sets standards. Develops and interprets policies and procedures. Reviews and approves park maintenance and recreation programs. Coordinates activities with other Commission units and outside government agencies.
2. Manages area facilities. Reviews and approves operating procedures (e.g., hours, building security, safety). Conducts inspections. Assists proper authorities with investigating accidents, fires, and crimes. Assists with the planning of possible park sites, construction of new parks and recreation centers, as well as with the remodeling of present facilities.
3. Supervises area staff. Plans, schedules, and assigns work. Evaluates work and counsels staff. Recruits, selects, and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Investigates employee grievances.
4. Manages area budget. Prepares annual budget request. Controls expenditures in accordance with approved budget. Obtains bids and price quotes. Writes purchase orders and check requests.
5. Community relations. Meets with citizens, community groups, business groups, park and recreation councils, Board of Education staff, Planning Board, County Council, and other government representatives to identify needs, plan program, present reports, and answer questions about park maintenance and recreation programs in area. Investigates complaints.
6. Conducts research. Reviews technical literature, conducts

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Examples of Important Duties (Continued)

surveys, meets with vendors, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful for area.

7. Keeps area records. Maintains records of revenues and expenditures, time cards, inventory of supplies and equipment, memberships, and program participants. Writes periodic administrative reports. Coordinates daily, monthly and annual reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) business administration; (2) Commission activities;* (3) Commission organization;* (4) Commission policies and procedures;* (5) equal employment opportunity; (6) management; (7) Merit System regulations;*(8) office practices; (9) parks; (10) physical education; (11) recreation; (12) safety and health regulations; (13) statistical analysis; (14) supervision; (15) personnel management; (16) public relations; (17) budget and finance.
- B. Skill in operation of (1) auto; and (2) calculator; (3) two-way radio.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) prepare and read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling and punctuation and grammar; (6) make oral presentations to groups; (7) speak clearly; (8) organize work efficiently; (9) provide courteous service; (10) evaluate programs and personnel performance.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in Parks and Recreation (master's degree preferred) or a related field and six years of highly responsible varied park and recreation experience including four years at a supervisory level; or
2. An equivalent combination of education and experience.

3. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Maintains office hours. Works a diverse schedule of evenings, weekends, and holidays, which at times exceed the normal work week. Handles citizen inquiries; deals with the public, town officials, volunteer organizations, etc. Resolves complaints and disputes. Responds to emergency situations as required; e.g., repairs, security, scheduling, etc.