

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Park and Recreation Associate  
Director  
**SERIES:** Park and Recreation Management

**GRADE:** K **CODE:** 3450  
**DATE:** 1/13/88

### Class Definition

Under general direction, manages two or more divisions in the Parks and Recreation Department to perform highly difficult park and recreation management work, involving considerable responsibility, complexity, and variety. Assists in the development of administrative policies and procedures for Department. Performs other related duties as assigned.

### Examples of Important Duties

1. Manages programs. Defines goals and objectives. Establishes long-range planning. Sets standards. Develops and interprets policies and procedures. Reviews and approves major programs and projects. Conducts special projects (e.g., planning studies, research studies, pilot studies). Coordinates operations with other Commission units, Planning Board, County Council, and other government agencies, including county, state, and national.
2. Manages budget. Prepares annual operating and six-year Capital budget request. Monitors revenues and expenditures. Controls expenditures in accord with approved budget. Approves purchases, establishes fees. Writes RFP's and bid specifications. Obtains bids and price quotes. Writes purchase orders and check requests. Monitors work of contractors. Approves payment. Constantly seeks alternate funding sources, i.e., grants, donations, revenue producing.
3. Supervises staff. Plans, schedules, and assigns work of Division Chiefs and other top managers. Evaluates work and counsels staff. Recruits, selects, and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Approves personnel actions. Investigates and responds to employee grievances.
4. Manages facilities. Reviews and approves operating procedures (e.g., security, safety) for parks, community centers, maintenance yards, art facilities, nature centers, historic sites, enterprise and special use facilities. Conducts inspections. Supervises the investigation of accidents, fires and crimes. Plans land acquisitions, construction of new parks and buildings, and remodeling of present facilities.

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### Examples of Important Duties (Continued)

5. Coordinates externally. Responds to letters and meets with citizens, community groups, business groups, parks and recreation councils, Planning Board, County Council, and other government agencies to explain programs, seek cooperation, respond to requests and resolve complaints pertaining to their area of responsibility.
6. Conducts research. Reviews technical literature, conducts 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 their area of responsibility.
7. Supervises and prepares records. Supervises the maintenance of records of revenues and expenditures, confidential personnel records, inventory of supplies and equipment, operational records, etc. Writes periodic administrative reports.
8. Serves on committees. Works with Director, Deputy Director and other Associate Directors to develop, review, and approve administrative policies and procedures for Department (e.g, budget, personnel, purchasing). Chairs administrative committees for Department and Commission. Serves on joint agency committees to establish cooperative programs.

### Important Worker Characteristics

- A. Considerable knowledge of (1) architecture; (2) business administration; (3) Commission activities;\* (4) Commission organization;\* (5) Commission policies and procedures;\* (6) environmental science; (7) equal employment opportunity; (8) horticulture; (9) management; (10) Merit System regulations; (11) parks; (12) public administration; (13) recreation; (14) safety; (15) statistical analysis; (16) supervision; (17) budget and economics; (18) modern principles, practices, and techniques of public park and recreation administration, philosophy, and objectives; (19) effective techniques of public relations; (20) personnel management; (21) landscape architecture; (22) airport operations; (23) leadership principles.

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Important Worker Characteristics (Continued)

- 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) 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; ( ) maintain budget control; (1 ) deal tactfully and effectively with the general public and others; (11) evaluate work projects, programs, and personnel performance.
- \* Developed primarily after employment in this class.

Minimum Qualifications

1. Bachelor's degree in Parks and Recreation Administration (Master's degree preferred), or a related field, and
2. Six years that included a broad range of park and recreation administration experience, including four years of park and/or recreation administrative experience at a management level; or
3. An equivalent combination of education and experience,
4. Valid Maryland driver's license or the ability to acquire one.

Working Conditions

Maintains office hours. Works occasional long hours and a diverse schedule of evenings, weekends, and holidays. On-call 24 hours. Considerable pressure to meet deadlines. Resolves complaints and disputes. Responds to emergency situation as required.