

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Recreation Assistant Division Chief Grade: 32 DATE: 6/3/24
SERIES: Park and Recreation Mgmt CODE: 1928 EEO: Official Administrator FLSA: Exempt

Class Definition:

Under general direction of the Division Chief, manages at least one substantial park or recreation operational or administrative program (e.g., groundskeeping, maintenance and development, recreation, leisure services, interpretation, enterprise, landscaping, historic, cultural and arts, sustainability, conservation, horticulture, forestry, administration/analytics) for a division. Provides a wide variety of assistance to the Division Chief in planning, developing and implementing divisional strategic goals and objectives. Responsible for entire program within division as well as all programmatic resources. Works with parks and/or recreation program managers in developing the annual budget and oversees all approved funding programs including funding for Capital Expenditure Plans. Incumbent is held accountable for managing first and second level supervisors, program managers or equivalent. Ensures effective management and allocation of all assets and resources within the division such as funding, personnel, equipment, vehicles, machinery, and proper use of buildings and facilities. Work consists of activities in the specialty, and information on which to act is obtained through investigation, research, tests, extensive calculations or use of standard mathematics, program standards or other means to ensure high accuracy; and ensures the effectiveness of functions, operations or services within the division. Outcomes have an extensive impact on countywide parks and/or recreation programs. Information must be developed, classified and analyzed to determine significance. Some work may be sensitive or highly confidential. Work (as supervisor) results in provision of important administrative support services for the program of assignment. Applies expert knowledge of, and skill in, principles, practices and techniques of park and/or recreation management, natural resources management, park and land use practices, horticulture, landscape, biology and other professional areas (e.g. park planning, design, and construction); as well as knowledge of park and/or recreation administration, public administration, budgeting, program and project management, marketing and revenue generating techniques. Performs various types of data, operational and supervisory analyses to ensure adequacy, accuracy and effectiveness in assigned functions. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present, defend, convince or persuade and achieve other desired actions. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities and resources. Incumbent plans and manages all work within this framework and is held accountable for provision of effective products and services including timely advice to management and achievement of Division goals. Incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including intra- and interdepartmental coordination problems.

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Recreation Assistant Division Chief Grade: 32 DATE: 6/3/24
SERIES: Park and Recreation Mgmt CODE: 1928 EEO: Official Administrator FLSA: Exempt

Examples of Important Duties (Estimated Percentages):

1. Management/Staff Supervision (±40%)

- Manages, plans and directs assigned work program. Provides strategic direction to staff. Keeps unit staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the unit; provides input for, recommends and administers approved unit budgets (controls expenditures); manages staff and other personnel in support of programmatic objectives and operational requirements; analyzes work processes, develops key indicators for successful performance; monitors work operations; ensures oversight of the work of consultants.
- Performs a full range of supervisory human resource management functions, unit wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations and evaluates performance. Ensures that maximum staffing levels and maximum productivity are maintained. Ensures that all Commission safety and health work practices are being followed.

2. Quality Assurance/Quality Control Related – varies upon area of assignment (±50%)

- Oversees key administrative, financial, procurement and division operations for a program. Represents the division when engaging with public officials, business communities, press and residents. Advocates to program managers, supervisors and staff the vision of the division and goals, objectives and expectations. Collaborates with senior officials, program managers and supervisors in formulating and prioritizing business strategies for the division; assists the Division Chief in leading and initiating changes when necessary. Oversees high profile marketing and revenue generating programs and activities. Ensures all assigned functions operate within appropriate Commission policies, procedures and practices.
- Forecasts project and program expenditures; ensures annual budget proposals/projections are prepared timely, accurately and are fiscally responsible. Monitors expenditures against approved budgets and recommends changes to funding appropriations when necessary. Monitors expenditures for all Capital Improvement Projects (CIP). Oversees high profile contracts and purchase requests.
- Ensures all print and electronic media such as brochures, flyers, advertisements on the web and social media are compliant with Commission policy.

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Recreation Assistant Division Chief Grade: 32 DATE: 6/3/24
SERIES: Park and Recreation Mgmt CODE: 1928 EEO: Official Administrator FLSA: Exempt

- Oversees preventive maintenance programs. Ensures staff regularly attend safety meetings; keeps informed of safety concerns and ensures resolution. Ensures staff who operate machinery and equipment, motor vehicles or operate moderate to heavy equipment have required certifications/licenses; instructions for safe operation and maintenance; proper clothing and protective gear; and are in compliance with all Commission health and safety policies (i.e., OSHA; MOSH, MDOT).
- Ensures the safety of program participants. Ensures staff are trained in the health and safety aspects of recreation programming. Follows all Commission and regulatory health and safety policies and procedures (e.g., Maryland State Department of Health, Maryland State Department of Education, Office of Child Care, American Red Cross).

3. Other ($\pm 10\%$)

- Maintains records of revenue and expenditures, timecards, inventory, accidents. Writes and approves administrative reports.
- Reviews technical literature, conducts surveys, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful. Attends mandatory training.
- Acts in the absence of the Division Chief.

Important Worker Characteristics:

- A. Expert knowledge of, and skill in (1) principles, practices, and techniques of park and recreation management, natural resources management, park and land use practices, horticulture, landscape, biology, and other required professional and paraprofessional knowledges to effectively manage areas of assignment such as recreation programming, park planning, design, construction and maintenance; (2) park and/or recreation administration; (3) public administration; (4) budgeting; (5) acquisition policies and procedures; (6) safety and health regulations*; (7) program and project management; (8) marketing and revenue generating techniques; (9) craft and trade practices; (10) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (3) managing work and supervising employees at the second and third level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Recreation Assistant Division Chief Grade: 32 DATE: 6/3/24
SERIES: Park and Recreation Mgmt CODE: 1928 EEO: Official Administrator FLSA: Exempt

- C. Skill and ability to (1) serve as a subject matter expert in areas of assigned work; (2) coordinate multiple sites and staff, if applicable; (3) develop goals and objectives for programs; (4) coordinate the gathering and organization of complex research data; (5) oversee development of technical reports and marketing related materials; (6) oversee maintenance of grounds, buildings, nature centers and facilities, if applicable; (7) manage difficult matters relating to program planning, program management, and utilization of resources (i.e., attracting and managing large numbers of diverse program participants, higher levels of recreation program management, agency personnel, volunteer, and contract workers, paid staff, and others in such a manner as to ensure the highest possible levels of program effectiveness).
- D. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and making recommendations and decisions. Examples include applying principles to solve difficult problems and achieve goals, negotiating proposals to achieve desired results, accurately forecasting, implementing and monitoring Division budgets and reviewing complex acquisition documents.
- E. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other actions. This includes skill in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results. Examples include skill in developing and presenting information to diverse audiences; resolving complaints or concerns; negotiating/participating in contractual agreements; and reading and interpreting construction drawings and specifications, if applicable.
- F. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships, working as a member or a leader of a team and mediating disputes.
- G. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Parks, Recreation, Public Administration, Landscape Architecture, Natural Sciences or any related field.
2. Six (6) years of experience in Park or Public Administration, Landscape Architecture, or natural sciences that includes varied park administration/management experience and two (2) years of supervisory experience that relates to functional area of assignment (e.g., recreation and leisure services, park enterprise, interpretation and conservation, horticulture and forestry, maintenance and development, or engineering/architecture/landscape architecture).

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Recreation Assistant Division Chief Grade: 32 DATE: 6/3/24
SERIES: Park and Recreation Mgmt CODE: 1928 EEO: Official Administrator FLSA: Exempt

3. An equivalent combination of education and experience may be substituted, which together total ten (10) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations.
Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Works in office. Considerable pressure to meet deadlines. May be required to attend outdoor programs and activities. May work evenings, weekends and holidays as required; may be on call 24 hours a day to include holidays when facilities/programs are operational and after hours. Responds to emergency situations as assigned. Incumbents in this class must frequently: remain in a stationary position, move about inside and outside the office, communicate and exchange information with internal staff and the public.