

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Montgomery County Deputy Parks Director    GRADE: 40    CODE: 1933    DATE: 6/3/2024  
SERIES: Park and Recreation Management    EEO: Official Administrator    FLSA: Exempt

### Class Definition:

Under administrative direction, manages parks activities for multiple divisions (approximately one-half) within the Montgomery County Department of Parks. Assists the Director with planning, developing, and implementing a comprehensive and county-wide park system, and to provide general maintenance of Commission facilities, buildings and grounds. Oversees the development, prioritization, and execution of work programs; communicates the mission of the Parks Director; develops and implements policies and procedures; and ensures pertinent Department goals and objectives are obtained by continually monitoring operations and programs. Communications and contacts are with the Parks Director, Planning Board Chair and members of executive leadership. Acts for the Parks Director in his/her absence. Provides advice with respect to a broad range of policy/operational and administrative matters coming to the Office of the Director. Responds to significant issues and concerns. Makes decisions that impact the department and perhaps organization and those that affect parks and facilities or when there are diverse viewpoints or strong disagreements such as funding, sustainability, preservation of natural resources, planning and construction, appropriate use of taxpayer funds and accountability. Responds to inquiries taking into consideration the unique needs of the individual(s) and organizations. Leads management teams in identifying areas for improvement; develops strategies; and monitors, analyzes, and evaluates results using complex analytical techniques. Reviews capital expenditures including machinery, equipment, buildings, improvements, and plans to ensure program requirements and expectations are met (i.e., proper allocation of staff and resources). Provides direction and support to subordinate supervisors and communicates objectives and expectations. Ensures effective management and allocation of all assets and resources such as money, personnel, equipment, machinery, and proper use of buildings and facilities. Complies with Commission human resources, fiscal, legal, and procurement policies and regulations. Develops, prepares and justifies annual budget recommendations to the Director, Chair, Planning Board, County Council and County Executive; monitors and controls expenditures; ensures contracts and financial reports are processed accurately and timely. Work consists of different and unrelated functions and programs, or very broadly related activities within a field. Fully supports and ensures cooperation among divisions for the planning and execution of assigned projects and programs. Some work may be highly confidential or highly sensitive. Relationships are with management and high-ranking officials and involve presenting and justifying matters where there are diverse viewpoints or objectives which are strongly advocated and must be reconciled to achieve suitable alternatives or arrive at acceptable compromises. Applies comprehensive knowledge of, and skill in, park operations, programs and project management, budgetary process, acquisition, business administration, public relations and marketing, and facilities management. Performs intensive analyses and makes probing assessments of multiple and interactive variables, including uncertainties, to determine effects on key programs and projects and the overall work program. 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 concerning highly complex or sensitive matters. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

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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 senior management and achievement of Department goals and is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. 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 teamwork and intra-agency and interagency coordination problems.

### Examples of Important Duties (Estimated Percentages):

#### 1. Management/Staff Supervision (±40%)

- Oversees key operational and administrative programs and effectively administers and ensures Commission and Department practices and policies are executed consistently. Plans, organizes and directs programs and projects in a results-oriented manner so that work is completed both on schedule and within budget. Establishes clear and realistic goals for programs and projects. Capitalizes on opportunities to enhance current and develop desirable new programs and projects. Works with General Counsel's office in ensuring regulatory and legal compliance and effective risk management. Reviews and approves legal documents as needed, including Memorandum of Agreements, Request for Purchases and contracts.
- Performs a full range of supervisory human resource management functions. 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 followed.

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

- Develops, defends, and manages the annual budget in coordination with the Parks Director, the budget manager and divisional chiefs. Supports and defends the budget before the Planning Board, County Executive and County Council. Ensures annual budget proposals/projections are prepared timely and accurately and are fiscally responsible. Ensures the procurement of supplies, materials, and services are consistent with Commission acquisition policies and procedures; ensures all contracts, financial reports, documents, are reviewed and processed in a timely manner. Tracks expenditures throughout the year to ensure that approved amounts are not exceeded.

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- Supports the Parks Director in driving business strategy development by assessing risks, identifying opportunities for expansion, setting overall goals and metrics, and proposing projects or systems to optimize performance and revenue. Consults with the Parks Director on current issues and operational objectives. Recommends policy changes in response to public issues or to enhance operational efficiency.
- Ensures all resources and assets (e.g., buildings, facilities, grounds, trails, nature centers) are properly maintained, updated, and upgraded as needed. Reviews and approves operating procedures. Reviews capital expenditures such as machinery, equipment, buildings and improvement plans to ensure program requirements and expectations are met. Ensures all pertinent records are maintained and updated as required (i.e., Capital Improvement Projects, accident reports, and customer complaints and issues).
- Leads and mentors staff. Effectively deploys resources to assigned projects, programs and events. Leads management teams in identifying areas for improvement, develops strategies, monitors, analyzes and evaluates results. Ensures proper allocation of staff and resources; and that appropriate personnel records such as payroll data and performance evaluations are completed and submitted in a timely manner.
- Ensures marketing and revenue generating activities are carried-out in a professional and cost-effective manner and comply with Commission and Department requirements.

### **3. Other (±10%)**

- Responds to letters, telephone calls, and e-mails on behalf of the Director. Attends professional conferences and events.
- Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork. Promotes internal and external collaboration and facilitates inclusion and, as practicable, sound group decision-making. May drive Commission vehicles to meet with employees, business groups, patrons, government agencies, elected or appointed officials, special interest groups and other stakeholders to identify wants, needs, concerns and perspectives. Plans programs and presents, explains and defends Department and Commission policies and programs. Actively listens to obtain full understanding and seeks to obtain agreement and compliance, convince and persuade or achieve other desired results.
- Acts on behalf of Parks Director in his/her absence.

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### Important Worker Characteristics:

- A. Comprehensive knowledge of (1) broad principles, practices, policies procedures, and techniques of park management and operations; (2) Commission organization\* and local, State and Federal laws and regulations; (3) park operations, programs, and project management; (4) budgetary process; (5) acquisition policies and procedures; (6) business administration; (7) public relations and marketing; and (8) facilities management.

*\*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) providing sound advice, strategic thinking, and making effective decisions; (3) budgeting, using capital and managing resources to accomplish work; (4) managing multiple divisions and leading, coaching, and supervising employees, and (5) skill in applying, HR management and EEO principles and practices.
- C. Skill and ability to (1) implement strategic processes, procedures and protocols; (2) conduct reviews of complex data analyses, technical reports and correspondence; (3) manage and coordinate multiple work programs and projects with other agencies/departments; and (4) manage consultants, contracts and budgets.
- 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 developing solutions. Examples include applying principles to independently solve difficult problems and achieve goals; performing analysis of proposals for Parks improvements or expansions with considering impact of revenues; defuse disputes between program managers by offering alternatives to reach mutual agreement for major program or project initiatives.
- 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, at times, be convinced or persuaded. 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; and developing and presenting information to groups.
- F. Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team and mediating disputes.
- G. Skill in using a computer, modern office software (such as MS Office), enterprise software and specialized software.

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### Minimum Qualifications (MQs):

1. Bachelor's Degree in Parks, Recreation, Public Policy, Business Administration, Environmental Science or any related field.
2. Ten (10) years of highly responsible varied park and recreation experience including two (2) years at a supervisory level.
3. An equivalent combination of education and experience may be substituted, which together total fourteen (14) years.
4. May require a 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:

Work is performed in an office setting; however, attends public meetings and visits facilities and parks. Work involves frequent: positioning of self to obtain maps, drawings, plans, remaining in a stationary position, moving about inside the office, communicating with the public, officials and employees. Driving to attend various meetings. May be subject to various job demands such as high volume of work and tight deadlines. May work evenings, weekends and holidays as required. On-call 24 hours a day and seven days per week.