



## **Recruitment Notice**

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

**Position:** Assistant Director of Parks & Recreation  
**Requisition:** 15-015  
**Department:** Parks and Recreation  
**Position #:** 0153-001  
**Opening Date:** April 30, 2015  
**Closing Date:** May 13, 2015 or until filled  
**FLSA Status:** Non-Exempt  
**Salary:** \$86,609 min. - \$113,618 mid. /DOQ

### **GENERAL DESCRIPTION:**

This is highly responsible administrative and supervisory work assisting in the planning and directing of administrative and departmental activities/functions for the Parks and Recreation Department. Performs a variety of professional, administrative and supervisory work in a typical office setting and in the field related to departmental activities. Duties involve the protection of the health, safety, and welfare of the community through effective programming and maintenance.

Responsibilities include coordinating internal and external relations (including staff training), supervising daily as well as long-range aspects of recreation programming and parks maintenance operations, assist with developing departmental policies and procedures, assist with implementation of parks master plan, responding to public inquiries, assist with the General Obligation Bond (GOB) and contract administration. The incumbent exercises an extensive degree of independent judgment and application of managerial knowledge in planning and organizing a variety of administrative activities and in providing effective delivery of services to the citizens of the City of Miami Gardens. Supervision is exercised through subordinate levels of supervisors over a staff of administrative, recreation and park employees. General direction is received from the Department Director who holds the incumbent responsible for the professional implementation of departmental programs and activities and attainment of established

performance benchmarks. Performs other related duties as assigned. Incumbent's performance will be reviewed periodically through conferences, written reports and evaluations.

**ESSENTIAL JOB FUNCTIONS:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Assist with the development and implementation of goals, objectives, and operating procedures pertaining to the department.

Directs and coordinates, through supervisors and subordinate staff, departmental activities.

Assists in long-term planning and policy development to ensure the department adapts to changes in community demands and industry trends.

Meets with supervisory and administrative staff to discuss and resolve budgetary issues, review projects and activities, makes recommendations on priorities, review policies and procedures, and implement improvements in processes and activities.

Assists in the development of annual operating budgets, monitors revenue and expenditures, produces monthly/quarterly reports, and related documents and reviews submissions for completeness and compliance with policies.

Assists with the development and revision of departmental policies and procedures.

Formulates recommendations to enhance or solve any administrative, organizational or operational problems that hinder effective and efficient operations.

Represents the department director at meetings; serves as liaison with other departments and outside agencies.

Directly supervises employees and carries out supervisory responsibility in accordance with City policies and applicable laws.

Serves as the Acting Director in the absence of the Director.

Performs other duties as needed to facilitate the accomplishment of departmental goals and objectives.

*Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.*

## **MINIMUM QUALIFICATIONS:**

### **Knowledge, Skills, and Abilities:**

Considerable knowledge of the principles, practices, and procedures relating to aspects of parks, recreation, and leisure services.

Thorough knowledge of local, state, and national industry trends and best practices.

Thorough knowledge of local government organization and procedures.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of budget preparation, processing, justification, monitoring and reporting.

Ability to learn the City's administrative and personnel policies and procedures.

Ability to plan, direct, and coordinate a variety of administrative activities in accordance with established policies and procedures.

Ability to supervise, through supervisors and subordinates staff levels, the work of employees in a manner conducive to full performance and high morale.

Ability to analyze administrative policies and procedures and effect required changes.

Ability to maintain confidentiality.

Ability to develop long-term plans and programs and to evaluate work accomplishments.

Ability to analyze facts, exercise sound judgment and arrive at valid conclusions.

Ability to understand, interpret and apply City policies and procedures.

Ability to communicate ideas clearly, persuasively and concisely, verbally and in writing in positive and negative situations.

Ability to effectively demonstrate group presentation skills and conduct meetings.

Ability to establish and maintain effective working relationships with subordinates, managers, elected and appointed officials, and the general public.

Ability to manage competing demands and adapt to changes in the work environment.

### **Education & Experience Requirements:**

Bachelor's Degree with an emphasis in Parks and Recreation, Leisure Services, Public Administration or related field and seven (7) or more years of progressively responsible experience at professional/management level in parks, recreation and/or leisure services functions or a related field to include supervisory experience; or an equivalent combination of education, training, and experience.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands 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.*

On a continuous basis, sit at desk and/or stand inside and outside for long periods of time. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Frequently required to walk. See, hear and talk with the public; read presented documents, write or use keyboard to communicate through written means. Required to run errands, to attend day, evening, weekend meetings and events, to climb or balance, stoop, kneel, crouch, taste, or smell.

**To apply please complete and deliver a  
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens  
18605 NW 27 Avenue, First Floor, Suite 126 East  
Miami Gardens, FL 33056  
Or Fax to: (305) 474-1286**