



City of Portland, Maine
JOB DESCRIPTION

Class Title:	Deputy Director of Parks, Rec and Facilities	FLSA:	Exempt
Class Grade:	Non-Union D72	EEO Category:	Officials and Managers
Date:	October 2023	Risk Code:	8810

Nature of Work

This position is responsible for working with the Director to oversee the day to day operations for various divisions within the Department, including Parks, Recreation, Public Assembly Facilities, Waterfront, and Public Buildings.

Supervision Received

Work is performed with considerable discretion, initiative and independent judgment under the general direction of the Director of Parks, Recreation & Facilities. Work is reviewed through conferences, reports and the general observation of results obtained for conformance to objectives.

Supervision Exercised

Supervises Division Directors and their subordinates and others as required. Position will supervise administrative support staff as needed. Serves as Acting Director of Parks, Recreation & Facilities Department in the absence of the Director.

Essential Duties and Responsibilities

Plans, organizes and coordinates Parks and Recreation programs, events, maintenance, and operations.

Works with Division Directors and Managers to provide direction and leadership, recommend policy and procedure decisions, and changes as needed.

Leads special projects and initiatives as assigned.

Works with Division Directors to develop budgets for Director's review and administers the approved budget within appropriations. Monitors monthly revenues and expenditures and makes needed adjustments as necessary to meet operational needs.

Oversees programming offerings of the Recreation Division to ensure programs that meet needs of the community.

Communicates regularly with the Director to keep them informed on important developments, correspondence and meetings attended.

Meets with neighborhood and friends groups, Parks Commission, Land Bank Commission, School Department and other relevant community partners.

Seeks alternative funding sources such as grants, public/private partnerships and coordinates department funding strategies. Assigns grants to appropriate staff and monitors progress.

May serve as liaison to Parks Conservancy, Boards or Commissions.

Maintains knowledge of current trends in Parks, Recreation & Facilities by staying active in professional development through groups such as National Parks and Recreation, City Parks Alliance, Maine Recreation & Parks Association, etc.

Attends City Council and Committee meetings as required.

Responsible for overseeing a unionized workforce while maintaining a positive, professional and customer service-oriented work environment to include understanding and implementing union contracts, processing grievances and effectively resolving employee issues in a timely manner.

Performs related work as required.

Requirements of Work

Graduation from a college or university with a BS degree in Parks and Recreation Management/Administration or Public Administration or a related degree, or 10 years combined education and experience.

Considerable knowledge of the City, State and federal laws governing municipal government.

Considerable knowledge of Parks and Recreation field

Proven ability to analyze a variety of personnel and management problems and make recommendations for their solution, and to prepare working procedures.

Significant financial experience, including creating and monitoring budgets.

Experience working with labor unions.

Experience working with diverse populations.

Excellent communication skills.

Ability to establish and maintain effective working relationships with department employees, other governmental officials, the City Manager, City Council, Department Heads, members of Boards and Commissions and the general public.

Ability to present information and express ideas effectively both orally and in writing.

Considerable knowledge of the laws, ordinance and regulations relating to human resources, safety and operations.

Necessary Special Requirements

Valid Maine Class C driver's license.

Must have and maintain a good driving record.

Certified Parks and Recreation Professional (preferred).

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position mostly involves sedentary levels of physical activity. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Activity	Frequency	Activity	Frequency
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Rarely if ever	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Rarely if ever
Stooping: Bending body downward and forward by bending spine at the waist.	Rarely if ever	Kneeling: Bending legs at knee to come to a rest on knee or knees.	Rarely if ever
Crouching: Bending the body downward and forward by bending leg and spine.	Rarely if ever	Crawling: Moving about on hands and knees or hands and feet.	Rarely if ever
Reaching: Extending hand(s) and arm(s) in any direction	Occasionally	Standing: Particularly for sustained periods of time.	Occasionally
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Occasionally	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Rarely if ever
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Rarely if ever	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Rarely if ever
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers (picking, pinching, typing).	Frequently	Grasping: Applying pressure to an object with the fingers or palm.	Rarely if ever
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Rarely if ever	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Frequently
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently	Seeing: The ability to perceive the nature of objects by the eye.	Frequently

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature:		Name (print):	
Title:		Date:	

Received and accepted by

Signature:		Name (print):	
Title:		Date:	

The City of Portland is a drug free work environment and is an equal opportunity and affirmative action employer strongly committed to diversity, equity, and inclusion in its workplace.