



Job Vacancy

Class Title:	Assistant Director of Parks and Building Management
Salary:	\$68,951.36 - \$103,427.04

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

Responsible for coordinating many aspects of the Parks and Recreation enhancement and growth efforts for the City of Austell. Key elements of the work include promoting the Parks and Recreation Department as it transitions from a predominately maintenance role to a more community driven quality of life support asset for the citizens of Austell.

ESSENTIAL FUNCTIONS

Provides operational, administrative, and strategic support to the Director of Parks and Recreation.

Assists the Director in the development, implementation, and evaluation of departmental goals, policies, procedures, programs, and initiatives.

Assists in the day-to-day administration and coordination of Parks and Recreation Department operations.

Serves as a point of contact for citizens, visitors, community organizations, vendors, tenants, and other stakeholders regarding City parks, facilities, programs, events, and services.

Responds to telephone, electronic, and in-person inquiries and provides accurate information regarding City parks, facilities, programs, rentals, and services.

Oversees the facility rental process, including applications, scheduling, documentation, payments, coordination, and follow-up.

Coordinates and monitors the use of City parks, recreation facilities, and other City-owned properties.

Assists with the management of City-owned properties, facilities, tenants, leases, and related agreements.

Maintains accurate records and documentation related to facility use, rentals, leases, programs, events, and departmental activities.

Prepares and reviews monthly facility, program, revenue, attendance, and operational reports.

Prepares monthly reports and other information for presentations to the Mayor, City Council, City Administrator, and other City officials, as required.

Responds to, resolves, or appropriately directs citizens, guest, tenants, and facility related concerns and complaints.

Assistant Director of Parks and Building Management

Assists in developing, implementing, and evaluating recreational programs and community activities based on community needs and available resources.

Participates in the development and implementation of marketing, outreach, and community engagement initiatives designed to increase awareness and participation in Parks and Recreation programs and facilities.

Oversees the planning, coordination, implementation, and promotion of departmental special events and community activities.

Provides direction and oversight to the Special Events and Social Media Coordinator, including event planning, promotional activities, social media content, community engagement, and communications.

Assists with the development and implementation of strategies to increase program participation, facility utilization, community awareness, and attendance at City events.

Researches and identifies local, state, federal, and private grant opportunities that support Parks and Recreation programs, facilities, equipment, and capital improvements.

Assists with the preparation, submission, administration, monitoring, and closeout of grant applications and grant-funded projects.

Assists with ensuring compliance with applicable grant requirements, reporting requirements, and funding restrictions.

Assists with the development and administration of the Parks and Recreation Department's annual operating and capital improvement budgets.

Makes recommendations regarding budget allocations for personnel, programs, equipment, maintenance, facilities, and capital improvement needs.

Monitors departmental expenditures and assists in ensuring expenditures remain within approved budget appropriations and applicable City policies and procedures.

Maintains and reviews account receivable documentation related to Parks and Recreation programs, facility rentals, leases, and other departmental revenues.

Receives bills and invoices, reviews and codes invoices to the appropriate department and account, and submits supporting documentation to the Accounts Payable Department for processing and payment.

Reviews and approves departmental bi-weekly timesheets for accuracy and compliance with City policies.

Reviews and approves employee vacation, sick leave, and other applicable leave requests in accordance with City policies and procedures.

Provides supervision, guidance, training, and performance oversight to assigned departmental personnel.

Assists the Director with employee recruitment, onboarding, training, performance evaluations, corrective actions, and other personnel matters, as appropriate.

Assistant Director of Parks and Building Management

Assists with developing departmental policies, procedures, standard operating procedures, and administrative processes.

Assists with monitoring the condition, appearance, utilization, and operational needs of City parks, recreation facilities, and related properties.

Coordinates with Public Works, Building Maintenance, Finance, Human Resources, Public Safety, and other City departments on projects and operational matters affecting Parks and Recreation.

Coordinates with contractors, vendors, consultants, community organizations, and other external partners as necessary to support departmental operations and projects.

Assists with the development and coordination of capital improvement projects involving parks, recreation facilities, amenities, and related infrastructure.

Participates in planning efforts, feasibility studies, land-use studies, facility assessments, master planning initiatives, and other projects related to the growth and development of Parks and Recreation services.

Assists with identifying opportunities for park, facility, program, and service enhancements.

Attends Mayor and City Council meetings, community meetings, public meetings, neighborhood meetings, and other events as required.

Represents the Parks and Recreation Department at community events, meetings, and other public functions as assigned.

Leads and coordinates special projects as directed by the Director.

Makes recommendations to the Director regarding opportunities to improve departmental operations, programs, facilities, customer service, community engagement, and achievement of departmental goals.

Establishes and maintains effective working relationships with City employees, elected officials, residents, community organizations, businesses, vendors, contractors, partner agencies, and the general public.

Promotes a professional, welcoming, and customer-service-oriented environment within the Parks and Recreation Department.

Assists with ensuring that departmental activities are conducted in accordance with applicable federal, state, and local laws, City policies, procedures, ordinances, and safety requirements

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

Bachelor's degree in Parks and Recreation, Recreation Management, Facilities Management, Construction Management, or related field desirable; supplemented by two years of experience in parks maintenance and/or building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Assistant Director of Parks and Building Management

Licenses and Certifications

Must possess and maintain a valid Driver's License.

Parks and Recreation Professional Certification or ability to obtain within 6 months of employment.

Knowledge, Skills, and Abilities

Knowledge of department standard operating procedures.

Knowledge of computers and job-related software programs.

Knowledge of payroll and budgeting.

Skill in maintaining accurate records.

Skill in problem solving.

Skill in prioritizing and planning.

Skill in interpersonal relations.

Energetic, imaginative, well organized, and capable of functioning effectively in an independent situation.

Excellent verbal and written communication skills are essential.

PHYSICAL DEMANDS

Regularly required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Frequently required to stand and talk or hear. Occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch, or crawl and smell. Frequently lift and/or move up to twenty-five (25) pounds and occasionally in and/or move up to one hundred (100) pounds.

WORK ENVIRONMENT

Regularly work indoors. Essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, hazardous materials, unsafe structures, heights, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, or animal/human bites.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.