



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**ADMINISTRATOR OF PARKS AND
RECREATION MANAGEMENT SERVICES**

PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position assists the Director in the overall operation and administration of management services of the department to include payroll, training, employee relations, performance management, and communications. This position is also responsible for budget coordination, program auditing, and the development and implementation of policies and procedures for administrative and operational activities to enhance efficiency and streamline work processes. Provides departmental leadership and is responsible for developing and administering programs and systems to support and promote high performance strategies and to meet organizational needs, visions, and values. Reports to the Director of Parks, Recreation and Tourism.

ESSENTIAL JOB FUNCTIONS

Assists the Director in the overall management and administration of the Department including oversight of the Administrative Division and Animal Shelter operations; provides oversight for department-wide operational administrative activities and functions. Takes the lead in developing, monitoring, overseeing, and coordinating the annual operating and revolving budgets. Assists in preparation and updating of the department's annual Capital Improvement Program priorities and budget.

Advises and assists in developing departmental direction, priorities, goals and objectives to meet City, departmental, and community needs. Assists in establishing and implementing internal department organization and management systems to effectively meet goals and objectives. Takes lead in developing and evaluating internal policies and operating procedures; assists with developing staff organization to effectively carry out departmental operations.

Responsible for the effective supervision and management of the administrative services of the department, including budget preparation and monitoring, purchasing and financial transactions, performance management, employee recruitment and hiring, employee relations, prioritizing and assigning work and related activities. Advises department managers on financial and budgetary matters; conducts financial audits for department programs and prepares short and long term expenditure recommendations.

Researches, coordinates, and implements staff development programs; establishes and administers systems to ensure City and departmental personnel policies and procedures are appropriately administered and ensures consistent application of established systems for developing, reviewing, and evaluating performance standards. Consults with and advises management on personnel matters; provides guidance to supervisors in the department with respect to evaluating, counseling, motivating, and disciplining employees; investigates employee disputes and alleged standards of conduct violations and recommends methods for resolution.

Oversees the department's training and development efforts to include conducting training curriculum based on training needs for departmental employees in the areas of regulatory compliance, personnel policies, budget preparation, professional development, leadership and skill development. Monitors all applicable employee certifications and professional licensure requirements; serves as the liaison with Risk Management.

Participates in the research, development and implementation of Animal Shelter initiatives, best practices, and staff organization. Participates on the Animal Shelter Steering Committee.

Researches, collects, and analyzes data and information for annual Department report, spending trends, point-in-time reports, personnel allocation and other Department operations.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Human Resources** - Knowledge of human resources and modern business principles, theories and practices to include FLSA, FMLA, ADA and related laws and regulations. General knowledge of organizational development including training principles and practices. Knowledge of recruitment, selection, and utilization of human resources applications, including an enterprise resource planning (ERP) system.
- **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- **Payroll** - Knowledge of payroll practices to ensure accuracy and appropriateness of all transactions, to include compliance with policies and operational requirements.
- **Strategic Planning** - Thorough knowledge of strategic planning principles and theories to ensure a path to achieve defined goals and objectives, as well as implementing plans to accomplish desired outcomes.
- **Leadership and Organizational Development** - Through knowledge of organizing, planning, coordinating, and managing projects. Thorough knowledge of research methods, program evaluation, and problem solving principles and techniques. Thorough knowledge of strategic management practices. Knowledge of records management and program management.

REQUIRED SKILLS

- **Computer Skills** - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Critical Thinking** - Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others. Ability to coordinate and prioritize several projects and assignments effectively and efficiently.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner. Ability to communicate complex technical subjects effectively, orally and in writing.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data. Ability to estimate cost of labor, supplies and equipment for projects.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree in Recreation and Leisure Services, Business Administration, Public Administration, or a related field and 5-7 years management experience with a minimum of 3 years of supervisory experience, or an equivalent combination of education and experience. Advanced degree and/or professional registration as a Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) are desirable.

ADDITIONAL REQUIREMENTS

Requires an acceptable general background investigation to include a local and state criminal history check, sex offender registry check and a valid driver’s license with an acceptable driving record.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally

ENVIRONMENTAL HAZARDS

Essential functions are regularly performed without exposure to adverse environmental conditions, although some tasks involve working in outdoor environments for extended periods of time.