



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PARKS ADMINISTRATOR
(PARKS DIVISION)

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 is responsible for the oversight and management of the Parks Division to include Facilities Maintenance & Landscaping, Park Operations, Deer Run Golf Course, Leeward Marina, and Animal Services. Reports to the Director of Parks, Recreation and Tourism.

ESSENTIAL JOB FUNCTIONS

Develops, monitors, and enforces the standards by which the park system is designed, constructed, maintained, and repaired; oversees, administers, and coordinates projects, technical and operational activities; responds to and investigates field situations, emergencies and complaints from customers, residents, other departments or agencies.

Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes. Establishes departmental programs and budgets for the maintenance, replacement, and improvement of materials and equipment.

Responsible for the effective supervision and administration of the Parks Division including budgeting, purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Evaluates the need to fill vacant positions and recommends changes to allocated positions and divisional structure as needed. Researches and prepares recommendations and reports for the department director.

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

- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Maintenance – Thorough knowledge of the methods, tools, and equipment used in the repair park facilities, structures, equipment, and amenities as well as the operation and maintenance of assigned vehicles or equipment.

- Park Operations - Comprehensive knowledge of park facility operation and maintenance to include visitor management principles and techniques as applied to parks and outdoor recreational settings as well as professional recreational philosophies, principles, and practices.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, and other work related precautions.
- Strategic Planning - Knowledge of strategic planning principles and theories to ensure competitive advantage and efficiency.
- Supervision - Considerable knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

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 at all levels, accounting representatives from all departments, and outside agencies. Effectively responds to and resolves complex inquiries and disputes.

REQUIRED ABILITIES

- Communication - Ability to communicate ideas and proposals effectively, including the preparation of reports and logs. Ability to listen and understand directions, information and ideas presented verbally and in writing to include drafting and interpreting blueprint diagrams. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- 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.
- Financial Management - Ability to perform arithmetic, and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Parks and Recreation, Public Administration or a related field and 5-7 years of related experience including 5-7 years of lead or supervisory experience, or an equivalent combination of education and experience. Master's Degree is preferred.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check, sex offender registry 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.