



# CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

## **Assistant Parks & Recreation Director**

Grade 69 (Salary Range \$57,965 – \$99,260)

### OPEN AND COMPETITIVE

Opening Date 05/01/2018

Closing Date Open Until Filled

1<sup>st</sup> Review Date 05/18/2018 at Noon

Position is responsible for assisting the Parks and Recreation Director in the administrative functions of the Department, and overall supervision and administration of all divisions managed by the Parks & Recreation Director; including, but not limited to: programs and operations of community centers, parks, swimming pools, special events, senior citizens, athletics, parks plan development, personnel, strategic planning, budget and other administrative assignments from the Parks and Recreation Director.

The employee must be an experienced highly capable individual demonstrating superb skill in team leadership and motivation. The position requires a knowledgeable, dynamic, resourceful, reliable, highly motivated, self-starter who is pro-active, able to develop new protocols and procedures, and respond to unexpected challenges. The employee must maintain a keen awareness of the professional environment and work to ensure that all staff is afforded the opportunity to work in a positive workplace where they are treated in a fair, respectful, and supportive manner by their colleagues and management.

### ESSENTIAL JOB FUNCTIONS

- Prepares preliminary budget proposals, monthly or special reports, and maintains a variety of records/reports on park operations.
- Supervises revenue centers where activities include fishing, picnicking, canoeing, boating, bike riding and other similar activities.
- Makes periodic inspection of recreational sites.
- Planning, assigning, and directing work assignments to subordinate employees with emphases on park operations.
- Trains professional, technical, and maintenance employees needed for the successful operation of the department.
- Responsible for working with staff on set-up and logistical operation of Special Events.
- Coordinates and centralizes departmental purchasing.
- Coordinates maintenance functions so as to not interfere with planned activities.
- Responsible for coordinating all scheduling of activities with facilities.
- Coordinates all operational activities between departmental divisions.
- Coordinates department's Capital Budget and serves as project manager for department projects.
- Evaluates employees work performance on a regular basis.
- Maintains various records/reports related to dept. operations, maintenance and repair of equipment, and scheduling of personnel.
- Investigates and answers complaints, and advises Director or takes corrective action.
- Conducts safety meetings and enforces all safety requirements. Instructs subordinates in the safe use of a variety of equipment.
- Attends training courses and seminars.

### ADDITIONAL JOB FUNCTIONS

- Acts as director in director's absence.
- Assists as necessary park emergency preparations and operations.
- Assists with the budget preparation process and reviews all expenditures and timecards within the department.
- Assists with daily supervision of department staff.
- Assists with the preparation of grant applications and required reports; other department service areas as needed.
- Performs related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Planning and layout of trees, shrubs and flowering plants suitable for planting in public grounds.
- Maintaining public landscaped areas by preparing soils, fertilizing various types of plantings; trees and lawn areas.
- Grading, planting and renovating landscaping.
- Playground and other park amenity inspections to insure safe equipment and resources.
- Pest eradication, diseases, and other blights that may affect plant life and turf.
- Principles, practices, procedures and techniques of a wide variety in park maintenance.
- Budgetary control practices; Functions and operations of department activities.
- Logistical support for special events.
- Supervisory and leadership skills; Organization structure and functioning of municipal government.
- Principles and techniques of customer service skills.
- Acceptable sanitation and safety requirements; Basic First Aid.

Ability to:

- Understand and carry out oral and written instructions; express oneself clearly and concisely, orally and in writing.
- Manage Capital Projects from beginning to end; edit and create maps with AutoCad software.
- Develop new protocols and procedures to improve park operations.
- Show team leadership and motivate staff; maintain a positive attitude.
- Work afternoons, nights, weekends and holidays.
- Write legibly, keep records, prepare and submit reports; Keep accurate records.

### DESIRABLE EXPERIENCE AND TRAINING

- Graduation from a four year college or university preferably with a degree in Recreation or closely related field, or equivalent combination of training and experience.
- Considerable administrative experience in municipal governmental work preferably in Parks & Recreation.
- Five years of progressively responsible hands on experience in the field of Parks & Recreation with an emphasis on Parks.
- Experience in organizing and directing a large number of people in recreational activities.
- Experience in the cultivation and care of grounds, plants, and shrubs.
- At least seven (7) years supervisory experience.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Experienced in the use of AutoCad software.
- Valid Florida Class B CDL required.

### PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds). May require occasional lifting, carrying, pushing, and/or pulling of heavier objects.

### ENVIRONMENTAL REQUIREMENTS

Tasks are performed in outdoor and indoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g. heat, humidity, inclement weather. Some tasks include working in and around potentially hazardous environments and/or chemicals, where heightened awareness to surroundings and observance of established safety precautions are essential in avoidance of injury or accident.

### DISCLAIMER

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

**Oral Interviews** – Date and time to be determined (by invitation only).

**Submit application:** City of North Lauderdale, Human Resources Department  
701 S.W. 71<sup>st</sup> Avenue  
North Lauderdale, FL 33068  
Fax: (954) 724-6975 / E-Mail: [llarrieux@nlauderdale.org](mailto:llarrieux@nlauderdale.org) / Website: [www.nlauderdale.org](http://www.nlauderdale.org)

**In-House Applicants:** If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain your knowledge, skills and qualifications for the position being applied for.

**AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORK PLACE**

## EMPLOYMENT INFORMATION

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

### **AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:**

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### **APPLICATIONS:**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### **CHANGE OF ADDRESS:**

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### **EMPLOYMENT STANDARDS:**

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### **EXAMINATION RESULTS:**

Scores and standings on eligible lists will not be given upon request.

### **HIRING PROCEDURES AND SELECTION:**

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### **PRE-EMPLOYMENT DRUG SCREENING:**

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### **PROBATIONARY PERIOD:**

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### **RESIDENCE REQUIREMENT:**

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### **TRAVEL AND RELATED EXPENSES:**

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### **VETERAN'S PREFERENCE:**

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates **MUST** submit a copy of separation papers (FORM DD-214) at the time the application is filed.

## EMPLOYEE BENEFITS

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

### **SALARY:**

The salary range for each position is listed on the examination announcement.

### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.