

Deputy Director of Culture, Parks, and Recreation

Greeley, CO, United States

JOB DESCRIPTION

Deputy Director of Culture, Parks, and Recreation
Parks and Natural Areas Operations

Salary Range: \$119,700 - \$167,600 annually

Job Summary:

Under the general direction of the Culture, Parks and Recreation Director, the Deputy Director will be responsible to lead, manage, and implement a systematic plan for the operation and care of parks, open space, natural areas, cemeteries, trails, athletic fields, and trees. Responsible for the appropriate use and allocation of resources to achieve citywide goals and objectives. Formulates plans, procedures, goals, and objectives, and directly supervises all levels and types of employees in the Parks and Open Space Division

Experience, Knowledge, Skills:

- Bachelor's degree from an accredited college or university in Parks and Recreation, Facility Management, Public Administration, Business, Finance, or a related field.
- Certified Parks and Recreation Professional (CPRP) or Executive (CPRE) through the National Recreation and Parks Association is given strong consideration. 4-5 years of progressively responsible management of parks and recreation services.
- A minimum of five (5) years related parks and recreation experience required, including at least three (3) years of leadership experience as a manager or comparable role.
- Certification related to planning and development preferred, but not required.
- Must possess and maintain a valid Colorado Driver's license and a safe driving record.
- Thorough knowledge of applicable State, Federal, and Local laws involving any playground safety or parks and open space natural areas specifications.
- Extensive experience in parks and recreation operations, as well as a robust knowledge of park and facility construction and maintenance.

Essential Functions:

- Works in partnership with the Department Director in providing overall leadership and direction to all aspects of CPRD to develop and execute plans and strategies for long- and short-range goals.
- Supports all actions of the department master plan/needs assessment, related strategic action plans, and the development of an annual action plan to achieve those goals and advance the department/city priorities.
- Supports departmental projects and initiatives.
- Coordinates and supports the daily operations of the department.
- Coordinates and manages complex and high-profile projects involving competing interests and multiple objectives.
- Effectively represents diverse interests, and objectively evaluates alternative approaches.

- Takes a strategic, creative, and innovative approach to issues and problems and takes calculated risks.
- Develops and manages effective and inclusive public and team processes.
- Support department policy development, implementation, and oversight.
- Be an approachable, empathetic, and a supportive leader who has a proven record of developing high performing teams. Manage staff resources by overseeing the activities and work, determining staff assignments/ organizational structure.
- Develops and promotes department and city strategies that support employee learning and growth.
- Supports the Department Director in all areas of the department, including but not limited to Acting as Director in their absence.
- Work with internal and external partners, elected officials, and community agencies to enhance relationships, build trust, and brand image of CPRD throughout the community.
- Assist in the development and administration of the department budget.
- Building Strategic Work Relationships and new business opportunities to include developing and using collaborative relationships to facilitate the accomplishment of work goals.
- Develop strategic partnerships and contacts with community representatives, external agencies, and other organizations to develop an understanding of and communicate the relevant issues facing the community and to represent the City.
- Be innovative and experienced in identifying emerging parks and recreation trends and opportunities and able to effectively implement best practice solutions.
- Research, analyze, and evaluate new service delivery methods and techniques to maintain an appropriate inventory of equipment.

Work Environment and Physical Requirements:

- Work location is a combination of office (70%) and field (30%).
- Frequent public contact by telephone and in person.
- Frequent interaction with office and field staff.
- Vision enough to interpret written documents, engineering drawings, work orders, spread sheets, and inspect work projects.
- Communication skills to adequately convey information to coworkers, contractors, property owners, other personnel, and the public.
- Mobility to inspect work sites for compliance with plans and specifications.
- Manual dexterity to operate computers and vehicles.
- Frequent participation in meetings, virtual meetings, Board meetings

EOE Statement: The City of Greeley provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ADA Statement: We are committed to an inclusive and barrier-free search process. We provide accommodations for applicants requesting accommodation through the search process such as alternative formats of this posting. Individuals with disabilities in need of accommodations throughout the search process should contact the ADA Coordinator at: HR@Greeleygov.com.

Conditions of Employment: Candidates must successfully complete all pre-employment screenings and employment eligibility verification. Pre-employment screenings include a drug

test, a background and national sex offender search, a motor vehicle record search, and for some positions, a physical demands evaluation. For more information about City policies and practices during the recruitment process, including but not limited to EOE, Reasonable Accommodation, and pre-employment screenings, please visit our career page [HERE](#).