

Assists in planning, developing, and preparing the Parks Department 5-year master development plan. Responds to inquiries and complaints regarding parks and related areas, initiates action to resolve valid complaints/requests.

Represents department at various meetings, and on various committees, reporting/providing information as requested.

Assists in compiling and preparing annual Department report with statistics and narrative; such as revenue, expenditures, program activities, and participants.

Assists in preparing the overall annual Department budget, making recommendations to the Director.

Performs internal control duties to ensure the reliability of financial reporting, compliance with regulations, and the effectiveness of operations within the City of Noblesville. Completes internal control training as required by Indiana Code (IC) 5-11-127 regarding the safeguarding of assets, preventing fraud, and promoting operational efficiency and integrity.

Maintains current knowledge of park and recreation trends and developments by periodically attending training seminars.

Serves on 24-hour call for emergencies and required services.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related duties as assigned.

Performs duties of Parks Director and Assistant Director of Recreation in his/her absence.

I. JOB REQUIREMENTS:

Bachelor's degree in Park and Recreation or related area and a minimum of four years of related experience or equivalent combination of education and experience.

Certified Park and Recreation Professional certification or the ability to acquire certification within one (1) year of employment.

Possession of or ability to obtain CPR and First Aid certifications within specified time period.

Thorough knowledge of and ability to make practical application of principles and practices of park and recreation management, include applicable local, state and federal regulations.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, making work assignments, evaluating performance, and maintaining discipline as needed. Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, copier, postage meter, and calculator. Advanced knowledge of Microsoft Office Programs such as Word, Excel, Outlook, Teams, and SharePoint.

Ability to prepare and make public speaking presentations, and effectively communicate orally and in writing with co-workers, other City departments, funding and regulatory agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of and ability to make practical application of bookkeeping and accounting principles, ability to perform relevant arithmetic calculations and maintain accurate records.

Ability to maintain accurate records and prepare and submit detailed reports as required.

Ability to work alone with minimum supervision, often under time pressure.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to regularly work extended evening and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent works with indirect supervision, making decisions and recommendations according to City and department policies and procedures and legal requirements, referring unusual and/or unprecedented situations to the Parks Director. Work is periodically reviewed for appropriate supervision or direction of assigned operations.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other City departments, funding and regulatory agencies, vendors and the public for purposes of exchanging information, explaining/interpreting policies and procedures, coordinating operations, supervising personnel, and resolving problems.

Incumbent reports directly to the Parks Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment involving close/far vision, bending, lifting/carry objects weighing less than 25 pounds, hearing sounds/ communication, handling/grasping/fingering objects. Physical effort while conducting programs / activities may involve standing/walking for long periods. Incumbent may be exposed to hazards when responding to emergency situations such as downed power lines and/or fallen trees. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended evening and/or weekend hours and occasionally travels out of town for meetings/conferences, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT / EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Director of Operations for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____ If yes, please explain: _____

Applicant / Employee Signature

Date

Name Printed