



CLASS TITLE | DEPUTY DIRECTOR OF PARKS, CULTURE, AND RECREATION

PAY GRADE: EX- 52 | www.cityoftulsa.org/pay

Class Code: 1210

Effective Date : 08/31/2022

PURPOSE OF THE CLASSIFICATION: Under general direction, assists the Parks, Culture, and Recreation Director in the administration, coordination, and management of the department and staff; oversees one or more department divisions including programming, maintenance or cultural attractions; manages community engagement functions, safety programs, and diversity, equity and inclusion programs; and performs other related assigned duties

ESSENTIAL TASKS:

- Manages special projects with City staff, City departments and the public to meet and support the City's strategic plan and the parks master plan and to comply with all federal, state, and local laws, regulations, ordinances, and policies
- Manages one (1) or more of three primary department divisions—programming, maintenance, or cultural attractions—with the goal of providing diverse, inclusive, and accessible community-based services
- Manages Parks safety programs
- Supervises, coordinates, and motivates the work of Parks personnel, effectively and clearly communicating policies, procedures, goals and objectives
- Coordinates, monitors, and promotes Diversity, Equity and Inclusion programs and an inclusive environment throughout the department
- Works cooperatively with the director to identify needs, develop goals, and achieve objectives for the Department
- Manages Parks planning and capital improvement plan (CIP) efforts
- Coordinates training and on-boarding of new personnel, maintaining a strong departmental team perspective regarding customer service, service levels, and best practices for parks, culture, and recreation for all of the City
- Attends City Council meetings, Authorities, Boards, and Commission meetings, and other public and community meetings on behalf of the department to explain policies and programs and to engage the public
- Performs the duties of the director when assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Completion of 120 hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,
(b) Eight (8) years of experience relevant to the essential tasks listed in this job description; **including**,
(c) Three (3) years of management experience.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of principles, practices, and methods of parks, recreation, and/or cultural facilities administration
- Knowledge of the facilities and equipment needed in a broad parks and recreation program
- Knowledge of the most effective arrangement of recreational areas



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- Knowledge of marketing parks and/or recreation programs
- Knowledge of public administration, including budget preparation and control, purchasing, and personnel management

Ability to:

- Ability to develop, mentor and hold accountable employees and supervisors
- Ability to communicate effectively, both in writing and verbally
- Ability to provide strategic leadership, build effective partnerships and constituencies
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization; and the ability to establish goals and make recommendations for continuous improvement of the department.

Skill in:

- Skill in effectively communicating across a diverse group of internal and external customers professionally
- Skill in negotiating and problem solving

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may require some travel to various City locations.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative