

**CITY OF UNALASKA**

**Position Description**

Job Class: <b>Exempt</b>	Job Title: <b>Director</b>
Incumbent: <b>Wendie Marriott</b>	Department: <b>Parks, Culture, and Recreation</b>
Supervisor: <b>City Manager</b>	Full Time/Part Time: <b>Full Time</b>
Wage Grade: <b>14</b>	Union: <b>Non-Union</b>

DEPARTMENT REVIEW	
Submitted By: <b>Aimée Kniaziowski</b>	<i>Aimée Kniaziowski</i>
City Manager Approval/Date:	<i>CPH 5-27-02</i>

FOR PERSONNEL DEPARTMENT USE ONLY

WC Classification: <b>8810</b>	PCN:
Reviewed (by/date):	Date:

Position Status:

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

**SELECTION GUIDELINES:**

**Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check.**

**The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or**

a logical assignment to the position.

This job description outlines the general requirements and duties of an executive level position with the City of Unalaska which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **04/30/02**

What is the overall purpose and objective of this position (why does this position exist)?

**This executive level functions as the manager of the Department of Parks, Culture, and Recreation (PCR) for the City of Unalaska under the direction of the City Manager as outlined in the Unalaska Code of Ordinances Chapter 2.50. Position performs complex professional and administrative tasks in planning, developing, managing, scheduling, and implementing a year-round, city-wide parks, culture, and recreation program. This position manages and oversees all matters relating to the administration and operation of the Recreation Center, the Burma Road Chapel building, the Unalaska Library, the Henry Swanson House, and the aquatics center located in the Unalaska City High School building. Responsible for the safe and efficient operation of the department and facilities in a manner that maximizes cost-effectiveness, productivity, and service to the public. The position participates in the team management of PCR related capital projects. Facilitates and supports the activities of the City's appointed Parks, Culture, and Recreation Advisory Board, the Library Advisory Committee, and the Historic Preservation Commission. Provides planning and budgetary information to the City Council through the City Manager for the department's capital and major maintenance projects.**

Explain the level of supervision received: **Receives policy guidance and supervision from the City Manager. Management of department and assigned tasks are to be performed with minimal direct supervision by the City Manager.**

Explain the level of supervision this position exercises: **Exercises administrative authority over clerical, administrative, recreation, and library staff as assigned. Responsible for the direct supervision of the recreation manager, the librarian, the operations manager, and the aquatics manager.**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

- **Plans, directs, manages, supervises, and coordinates recreation, operations, library, and aquatics administrative activities and operations of the Parks, Culture, and Recreation Department; plans, coordinates, and directs diversified, year-round, citywide recreational and cultural programming.**
- **Develops, implements, and administers departmental budget; determines staffing levels and equipment/resources needed within available resources to effectively provide parks, culture, and recreation services to the citizens of Unalaska; participates in the development, administration, and renewals of grants, leases, and contracts.**
- **Determines short- and long-range plans and priorities for the department, develops policies and procedures with review and approval from the Department of Administration, prepares work schedules, expedites work flow, makes staffing decisions, reviews and authorizes materials and equipment orders, and approves departmental expenditures within budgetary limits**
- **Provides effective leadership and direction for all departmental functions and divisions.**
- **Supervises division managers and department support staff, either directly or through subordinates; conducts performance evaluations for direct reports, reviews performance evaluations for the department, initiates and administers personnel and disciplinary actions, and resolves grievances.**
- **Oversees all departmental personnel matters, approves recommendations regarding appointments, promotions, suspensions, and dismissal of departmental employees; through Human Resources Manager, establishes standards for recruitment, hiring, training, and promotion of staff.**
- **Participates as a member of the management team during collective bargaining. Works closely with the Department of Administration and Human Resources to develop management proposals, interpret contract provisions, and resolve labor disputes.**
- **Develops, implements, and evaluates workplace and facility training and safety programs; maintains programs to manage safety, certifications, professionalism, and proficiency of departmental staff.**
- **Meets regularly with the City Manager and other department directors to ensure coordination and conformance with City policies, procedures, and ordinances. With the approval of Administration, coordinates with the City attorney on legal matters relating to the department.**
- **Maintains productive working relationships within the department, with City**

staff, and with representatives of the community at all levels, including elected officials, business, civic and agency personnel, the appropriate PCR advisory boards and commissions, the media, and citizen groups; resolves issues arising among staff, customers, citizen groups, contractors, suppliers, and the media.

- Prepares and presents studies, including master plans, status reports, issue papers, and proposed policies and procedures and ordinances to the City Manager and City Council and advises the Manager, Council, and public on matters relating to parks and recreation issues.
- Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains, and implements a current parks and recreation master plan; makes recommendations for PCR capital improvement projects.
- Represents the department at Council meetings, meetings with other City officials, civic, agency, and business organizations to discuss department functions, coordinates joint activities and programs, identifies and facilitates joint resolutions to problems and issues related to the operations and services of the department.
- Meets regularly with City Manager and other department directors to ensure coordination and conformance with City policies, procedures, and ordinances; through Administration, coordinates with the City attorney on legal matters relating to the department.
- Coordinates with all City department directors on capital project concepts, design, and construction. Coordinates with Director of Finance on fiscal matters relating to the department and capital projects.
- Participates in annual strategic planning with other executive staff.
- Arranges, supports, and records regular meetings of the Council appointed PCR Advisory Committee; oversees support for and activities of the Library Advisory Committee and the Historical Preservation Commission, and works closely with the boards and commission on PCR related planning and policy development.

Does this position have access to confidential information? Yes  No  If yes, please provide detail. **Position has access to employee files, RFP and bid information and legal documents.**

Does this position have access to or handle City funds? Yes  -No  If yes, please provide detail. **Position supervises the direct collection of money. Has indirect access to funds through purchasing authority.**

Is it important to this position that the employee be able to communicate fluently in English? Yes  No  If yes, please explain. **Position requires direct verbal and written communication with City of Unalaska staff, the public, elected officials, local, state, and federal agencies, and various organizations regarding governmental procedures and issues, and requires a high degree of skill and fluency in this area.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- A. A four year degree in recreation administration or a closely related field**
- B. Seven years of progressively responsible experience in parks and recreation programs**
- C. Five years of supervisory level experience**
- D. Three years of experience at the executive management level**
- E. Any combination of experience and/or education, which provides the required expertise, will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- A. A graduate degree in recreation administration or related field preferred**
- B. Certified Park and recreation Professional preferred**
- C. Experience in managing a union workforce preferred**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- A. Thorough knowledge of the principles and practices of modern parks and recreation programs; thorough knowledge of equipment and facilities required in comprehensive park and recreation programs; knowledge of community recreation needs and resources.**
- B. Knowledge of the principles and practices of public administration and management, including accounting principles and practices, budgeting, fiscal control, program planning and development, and strategic planning.**
- C. Knowledge of the principles and practices of employment supervision, including employee development, labor contract requirements, performance evaluations, and progressive discipline**
- D. Skill in establishing and maintaining productive working relationships with City of Unalaska elected and appointed officials and staff, the public, boards and commissions, and appropriate agencies.**
- E. Skill in planning, organizing, and directing the activities of departmental services.**
- F. Skill in reviewing and evaluating the work of subordinate staff to ensure that high operational and service standards are met and maintained.**

- G. Skill in identifying employee training needs and in developing and coordinating programs and activities to improve employees' professional skills, abilities, and performance.
- H. Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
- I. Ability to develop and maintain collaborative relationships with diverse groups.
- J. Demonstrated skill in evaluating departmental functions, operations, and programs to determine if they meet user and City needs.
- K. Ability to work under pressure to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.
- L. Ability to plan, organize, coordinate, and implement a comprehensive community park and recreation program; ability to coordinate, analyze, and utilize a variety of reports and records; ability to research, write, and present reports.

List any required technical skills (typing, computer skills, diesel mechanics, etc.): **Knowledge of computers and electronic data processing and transmission; must be proficient in a Windows environment, including word processing, spreadsheet, and database software; knowledge of general office practices. Must be able to operate a City automobile. Familiarity with multi-line phone system and LAN.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<b>X</b>	Bilingual	<input type="radio"/>
Analytical Ability	<b>X</b>	Interpersonal Skills	<b>X</b>
Communication Skills	<b>X</b>	Dexterity	<input type="radio"/>

Describe the requirements of this position that make these factors important: **The position directs and manages the Parks Culture and Recreation Department which requires the coordination of operations and supervision of staff to meet the department and City of Unalaska goals within available resources and to effectively assist and serve the public; represents the City of Unalaska at all times.**

### LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska Driver's License or the ability to obtain one within 30 days of employment or prior to operating a City vehicle. As a condition of employment, this position is subject to a background**

**check and successful completion of pre-employment drug screening.**

Are there any trainings, certifications, or standards required for this position after employee has been hired that he/she must pass in order to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

### **LEGAL REQUIREMENTS**

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Are there any trainings, certifications, or standards required for this position after employee has been hired that he/she must pass in order to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

### **WORKING CONDITIONS**

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes **X** No \_\_\_\_ If yes, please explain: **Non-traditional work hours are necessary; must have the ability to work evenings and weekends. Hours may vary depending on program scheduling. Some work may be performed outdoors, sometimes in inclement weather conditions. Attendance at regular and special City Council meetings may be required. Some travel may be required.**

## ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength				<b>Makes presentations to supervisors, boards, commissions, civic groups, Council, and public.</b>
a.	Standing	<b>X</b>	<b>10%</b> of time	
	Walking	<b>X</b>	<b>10%</b> of time	
	Sitting	<b>X</b>	<b>80%</b> of time	
b.				
	Lifting	<b>X</b>	<b>25</b> lbs.	
	Carrying	<b>X</b>	<b>25</b> lbs.	
	Pushing	<b>X</b>	<b>25</b> lbs.	
	Pulling	<b>X</b>	<b>25</b> lbs.	
2. Climbing				
	Balancing	<b>X</b>		
3. Reaching				<b>Frequent inspection of recreation facilities and equipment.</b>
	Handling	<b>X</b>		
4. Stooping				<b>Frequent inspection of recreation facilities and equipment.</b>
	Kneeling	<b>X</b>		
	Crouching	<b>X</b>		
	Crawling	<b>X</b>		
5. Speaking				<b>Public speaking before groups and organizations, communicate with staff and customers/users.</b>
	Hearing	<b>X</b>		
6. Seeing				<b>Must see to drive automobile.</b>
	Depth Perception	<b>X</b>		
	Color Vision	<b>o</b>		



## REVISION HISTORY

<b>Dates</b>	<b>Revisions</b>
10/2000	Added pre-employment drug testing language requirement. Removed percentages from essential duties, added "All certificates and licenses must remain current for duration of employment." Added reference to AS 12,62 to legal requirements.
4/30/02	Reviewed and updated main functions, necessary skills and abilities. Selection Guidelines added and disclaimer of employment agreement reinstated.
5/21/02	City Manager, HR staff expanded Essential Duties section in keeping with other Director position descriptions and to reflect executive level duties and requirements.