

**City of Richland – Job Description**  
**Parks and Recreation Department – Assistant/Associate Director**  
**Purpose of Position**

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Oversee the day-to-day operation of the Parks Department and assist the Director with overall management of the Parks and Recreation Department. Supervisory role in providing year-round programming for city residents.

**Major Duties and Responsibilities**

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Manage and direct Park Supervisor, Youth Program Coordinator, and Maintenance Supervisor positions.

Assist the Director with long term planning and budgeting.

Work with the Director in personnel management decisions regarding the Department.

Attend EOC meetings

Review and approve purchasing requests on behalf of the Department. These requests are to be reviewed regularly with the Director.

Review schedules, seasonal calendars and programming for Park Supervisor, Sports Program Coordinator, and Maintenance Supervisor. Provide Director with an annual calendar of events updated quarterly and reviewed monthly with staff.

This position is expected to maintain professional memberships with recreation organizations and the city will support continuing education in the field to expand management and programming knowledge base.

Coordinate staff development opportunities with the Director.

Assist in seeking fundings opportunities when available

Attend city board meetings, insurance meetings, EOC meeting as necessary based on Director availability and need

Scheduled inspections of facilities and programs. Regular meetings with supervisors to address needs.

Assist with daily office operations when necessary

Perform other duties as directed

## **Job Context**

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The Parks and Recreation Assistant Director is a full-time, permanent position in the Parks and Recreation Department. The immediate supervisor for this position is the Public Works Director. The person in this position is supervised on a weekly basis and has supervisory authority. The Parks and Recreation Assistant Director works regular hours with flexibility required when the workload demands it. There is no shift work involved with this position. The person in this position is always on call. 50% of the work for this position is indoors; 50% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, budgetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is occasional exposure to chemicals and/or hazardous materials. A high school diploma or its equivalent is required for this position; a degree in recreation administration, park management, public administration or a related field is strongly recommended. At least 5 years of related work is strongly recommended for this position. The stress level for this position is moderately high. Physical work required for this position is minimal.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- Understanding of recreation programming, organizational, and management techniques.

- Understanding of Departmental equipment operation and maintenance techniques
- Knowledge of City policies and procedures regarding purchasing
- Knowledge and understanding City ordinances as they pertain to Parks and Recreation operations and facilities.
- Knowledge of basic and scheduling for maintenance of departmental equipment
- Knowledge of Heavy machinery safety
- Locations of City recreational fields
- Basic computer knowledge
- Mathematical skill, including addition, subtraction, division and multiplication
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department
- General functions and operations of municipal government

**Skills and Abilities:**

- Organize and establish recreational programs
- Oversight and input on basic construction projects
- Assist Department staff in pressure situations
- Work in all weather conditions
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures