



CLASS SPECIFICATION FOR:

**Assistant Parks Services Division Supervisor**

**General Statement of Duties:**

Assists with the day-to-day management of activities and staff of one or more functional areas within a division; does related work as required.

**Distinguishing Features of Class:**

An employee in this job classification assists the Division Supervisor with the programmatic and administrative work relating to the day-to-day supervision and management of assigned division's functional areas. Responsibilities include oversight of one or more functional areas within the assigned division; assisting with long term planning and budgeting for the assigned functional areas; resolving issues related to the assigned functional areas' operations, stakeholders, customers and the public; supervising assigned staff; and assisting with or handling special projects as assigned. Works closely with the Division Supervisor and performs assigned duties with limited supervision. Requires considerable knowledge of the assigned functional area(s) as well as sound judgment and decision making skills.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Coordinates the daily activities of the assigned staff in a timely and cost effective manner to ensure the readiness of County-owned site under the purview of the Division of Recreation and Parks for use;
- Responsible for the effective supervision of full-time, part-time and temporary/seasonal staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, disciplinary actions and development;
- Prepares and assigns work orders and does related work to track and report as needed;
- Assists with the purchasing activities for the assigned functional areas to ensure that all tools, equipment and other supplies necessary to complete operational activities are readily available to staff when needed/used;
- Assists with the development of the budget for assigned functional areas for inclusion within the Division's budget and manages functional areas' operations and expenditures within approved Cost Center Budget;
- Tracks and reports costs, ensures activities are completed within approved budget;
- Creates and accurately maintains records for the assigned functional areas within the Division;
- Prepares incident and other reports as required or assigned;
- May meet with community groups and other organizations to discuss use and set-up of sites and properties under the purview of the Division of Recreation and Parks as the sites/properties and use applies to assigned functional areas;
- Partners and liaisons with various community and professional groups with similar targeted goals and interests;
- Attends all required training and maintains all required certifications;
- Maintains current knowledge of assigned area's best practices and guidelines as well as latest equipment and tools;
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- Meets regularly with assigned staff to facilitate open, accurate and up-to-date communications and collaboration;
- Evaluates vacant positions and recommends changes to allocated positions and organization structures as needed;
- Reviews, recommends and/or approves the selection of full-time, part-time, temporary and seasonal staff;
- Performs on-call duties as assigned;
- Attends events and activities as needed or assigned;
- May act as Division Supervisor in that person's absence;
- May respond to emergencies at night and on weekends and holidays;
- May assist with inclement weather;
- Performs other duties as assigned.



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**Required Knowledge, Skills and Abilities:**

Thorough knowledge of the division's functions and operations; ability to solve problems in response to a variety of operational and management issues; ability to work independently; ability to accurately and consistently interpret and apply regulations and policies; ability to multitask and effectively manage competing priorities and make sound decisions; ability to lead, manage and partner effectively; excellent negotiation skill; critical thinking and problem solving skills with the ability to cost effectively and appropriately solve problems; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; ability to establish and maintain a good working relationship with customers, County officials, public and private groups; strong supervisory skills including good training skills and the ability to effectively manage workloads, events and/or projects and to foster and maintain high morale and engagement; ability to plan and handles special projects, including preparing and maintaining related documentation; ability to systematically compile data and provide detailed program and financial reports; strong computer skills with ability to use computer and typical business software, proprietary software, applications and databases; physical condition that permits the activities necessary and inherent to the operations, service and program activities of the assigned division; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; ability to work independently and effectively as part of a team; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County at all times. Requires ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Four (4) year degree in a field relevant to assigned area;

Experience: Five (5) years of relevant professional work experience, including at least one (1) year of supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.
- Requires Class A CDL license with the necessary endorsements to operate Division equipment and vehicles.
- May require other certifications incidental to the management and operations of the assigned division.