CLASS TITLE: DIRECTOR OF PARKS AND RECREATION

PURPOSE OF THE CLASSIFICATION: Under administrative direction engages the Parks and Recreation Department, its partners, and the community in programming and services contributing to the education, public safety, wellness and quality of life for the citizens of Tulsa.

ESSENTIAL TASKS:
- Oversees the development and operation of diverse community-based recreational programming and proactive and cost-effective maintenance and management of all park and recreation property and facilities
- Establishes and maintains a strong department-wide team perspective on issues and service delivery, and complies with various regulations, codes, and policies
- Manages a comprehensive schedule of fees and charges, balancing considerations of cost-recovery and market competitiveness with community values of equity, inclusion and access for all
- Oversees and participates in the development and administration of the annual budget for the department, approving fund forecasts and expenditures and implementing budgetary adjustments
- Develops training and performance goals for department employees consistent with the administration’s objectives
- Provides guidance to and manages policy recommendations from the Tulsa Park and Recreation Board
- Represents diverse parks interests, programs, services and events to professional and community groups, citizens and to other agencies, and organizations including Park Friends, Inc., and other sources of private contributions to the City
- Oversees and evaluates research on trends, new technologies and best management practices in the parks and planning professions in the area of urban park planning, management and maintenance, urban forest management and environmental sustainability
- Attends meetings, and acts as secretary ex officio to, the Tulsa Park and Recreation Board
- Keeps board members and executive management informed of problems
- 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: Graduation from an accredited college or university with a bachelor's degree in park management, recreation, public or business administration or a related field, and ten (10) years of progressively responsible experience in parks and recreation, business, or non-profit management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles practices, and methods of park, recreation administration; comprehensive knowledge of the facilities and equipment needed in a broad park and recreation program and of the most effective arrangement of recreational areas; knowledge of marketing park and/or recreation programs and considerable knowledge of public administration, including budget preparation and control, purchasing, and personnel management. Ability to provide strategic leadership, implement sound business practices, build effective partnerships and constituencies and to develop, mentor and hold accountable employees and supervisors; ability to plan, direct and coordinate the activities and personnel involved in a comprehensive park and recreation program; ability to evaluate present programs, establish goals and make recommendations for continuing improvement of the department; and the 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. Applicant must have demonstrated strong decision-making and management skills. Skill in negotiating and problem solving.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 5 pounds; may be subject to walking, standing, sitting and reaching; and vision, speech and hearing sufficient to perform the essential tasks.
Licenses and Certificates: Possess of a valid Oklahoma Class “D” Driver’s license.

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

Class Code: 1029  
EEO Code: E-01  
Pay Code: EX-60  

**Group:** Cultural, Legal and Sciences  
**Series:** Parks and Recreation Management  

Effective date: July 1, 2018