



City of Westminster, MD

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written in this job description.

Assistant Director, Recreation & Parks

Department: Recreation & Parks
Pay Grade: 116
FLSA Status: Exempt
Position: 701020 – Safety Sensitive
Emergency Status: Non-Essential*

**Essential employees must report to work as scheduled and are required to stay at work for extended duty when City offices close due to inclement weather or other emergency situations.*

JOB SUMMARY

An employee in this position assists the Director in the administration and management of the Department of Recreation and Parks, including oversight of departmental programs, services, staff, budgets, capital projects, and grant-funded initiatives. Responsibilities include developing and implementing recreation programs, special events, and fee structures; supporting the planning, coordination, and administration of capital improvement projects; assisting with grant research, application, compliance, and reporting; supervising departmental staff; and ensuring the effective delivery of recreation and parks services that support the City's strategic goals.

ESSENTIAL JOB FUNCTIONS

- Assists the Director in the management and overseeing of facilities including the Westminster Family Center, Wakefield Vally Park, the Longwell Municipal Building, the Municipal Pool and Community Building, City parks, Skate Park, and playgrounds, the Community Trail, and athletic fields.
- Assists the Director with the development, implementation, planning, organizing, and management of all recreation programs, activities, and special events including, but not limited to, Summer Camp, Fallfest, Flower and Jazz Festival, Daddy/Daughter and Mother/Son Date, Celtic Canter, Wine/BBQ/Oyster Strolls, Miracle on Main Street, and other events.
- Assists the Director with the administration and oversight of departmental grant programs by, supporting grant applications, monitoring compliance with grant requirements, maintaining required documentation, and supporting reporting to ensure successful project implementation and fiscal accountability.
- Supports the planning, coordination, and management of capital improvement and departmental projects by assisting with project schedules, budgets, consultant and contractor coordination, contract administration, progress monitoring, and ensuring projects are completed in accordance with established timelines, budgets, and City standards.
- Assists the Director in the management and supervision of personnel for all facilities and programs, including the hiring, training, motivating, evaluating, monitoring performance, and disciplinary actions for regular full-time, regular part-time, temporary, and seasonal employees.

- Assists the Director with ensuring compliance with appropriate governmental and other regulatory bodies and their reporting requirements.
- Assists the Director in the management with the preparation and monitoring of the department's budget.
- Assists the Director with the monitoring of safety for facilities and programs.
- Serves on City committees and attends all required meetings.
- Designs brochures, schedules entertainment, places orders with vendors for events, and purchases event materials.
- Communicates with media and prepares press releases, fliers, Facebook posts, and other marketing activities.
- Recruits sponsorship and volunteers from the community and civic organizations to assist with special events and the Durbin House Visitor Center.
- Prepares and posts all fliers and advertisements to the City's website and Facebook page.
- Keeps Director informed of all relevant issues and makes recommendations on appropriate course of action.
- Keeps informed on current recreation trends by attending workshops and educational programs or reading specialized literature.
- Works in a constant state of alertness and in a safe manner.
Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Recreation or a related field;
- Five (5) – Seven (7) years of related progressive responsibility
- Three (3) – Five (5) years of supervisor experience; or
- Equivalent combination of education, training and related experience.

Licenses or Certifications:

- Possession of a valid driver's license.

Knowledge, Skills and Abilities:

- Knowledge of program planning, development, implementation, and evaluation.
- Knowledge of sports and children's activities.
- Ability to act as a representative of the City to the public.
- Knowledge of grant administration principles, funding opportunities, compliance requirements, reporting standards, and capital project management practices.
- Skill in coordinating multiple projects simultaneously, monitoring project schedules and budgets, and maintaining accurate grant and project documentation.
- Ability to manage complex projects, interpret grant requirements, collaborate effectively with internal and external stakeholders, and ensure projects and grant-funded initiatives are completed in compliance with applicable regulations, timelines, and budgetary constraints.
- Ability to supervise, plan, and coordinate the work of diverse staff in order to accomplish department goals and objectives.
- Ability to establish and maintain effective working relationships with other staff and especially the public, successfully communicate with other staff members and members of the public, and work as a team.
- Ability to establish priorities and organize workload effectively and efficiently.
- Ability to respond properly in emergency situations and complete assignments under pressure.
- Knowledge of the City's policies and procedures.
- Ability to keep relevant parties informed of major issues and recommend changes as appropriate.

- Knowledge of Microsoft Office Suite, the internet, e-mailing systems, and other relevant software.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, fingering, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORK ENVIRONMENT

The work involves minor risks or discomforts which require special safety precautions, e.g., working around, moving parts, heavy equipment, etc., walking on uneven surfaces, avoidance of trips and falls, observance of fire and building safety regulations, and observance of traffic signals when driving.

The City of Westminster, Maryland has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Westminster, Maryland commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

I have read and understand this job description and acknowledge that I have received a copy of this job description.

Employee Signature

Date