



Name			
Position Title	Deputy Director – Parks, Forestry, and Facilities	Department	Parks, Recreation, Forestry, Buildings and Grounds
FLSA	Exempt	Reports To	Director of Parks and Recreation
Pay Grade	15	Unit	Non-Represented
FTE	1.0 FTE		

Purpose of Position

The position of Deputy Director of Parks, Forestry, and Facilities is to plan, manage, supervise, direct and evaluate the La Crosse Center, Parks, Forestry, and Facilities service operations, budgets, and personnel. Additionally, this position implements long and short-range La Crosse Center, Parks, Forestry, Facilities planning objectives, program evaluation, and conducts community needs assessments. Responsibilities include planning, implementation, and monitoring of the department's La Crosse Center, Parks, Forestry, and Facilities budget. This position is expected to exercise a high degree of expertise, initiative, and independent decision-making to ensure satisfaction.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Manages and monitors a variety of operations to ensure the success and implementation of City and departmental objectives. Directs personnel and activities of one or more divisions related to the La Crosse Center, Parks, Forestry, and Facilities
- Develops and monitors a variety of funds including Capital Improvement Project (CIP) funds, Capital Equipment funds, operational expense, and revenue budgets.
- Seeks and develops independent revenue sources to subsidize tax based operational and borrowed costs through innovative and creative thinking.
- Administers and manages service contracts, and other similar documents pertinent to the operation of a the La Crosse Center, Parks, Forestry, and Facilities
- Establish and maintain effective working relationships with staff, volunteers, City Council, Commissions and Committees, community organizations, individual citizens, contractors, and vendors.
- Responsible for hiring, training, supervision, and evaluation of full-time staff in the divisions of La Crosse Center, Parks, Forestry, and Facilities
- Supervises operation and maintenance of La Crosse Center, Parks, Forestry, and Facilities
- Oversees building maintenance including custodial, HVAC, plumbing and electrical through supervisory personnel. Oversees stage department personnel and maintenance staff.
- Develop and maintain partnerships with corporations and other entities for funding and collaborative programming.
- Supervises program and facility staff members, including scheduling, training, evaluations, and hiring.

- Supervises scheduling of parks and building facilities and requests and coordinates needs with appropriate staff.
- Coordinates programs and activities with Department of Natural resources, and other agencies to maximize services.
- Maintains financial records, including revenue and fees generated by programs, program operational costs, facility revenue and expense schedules, budget projections, and analyses.
- Prepares and monitors compliance with operational and capital budgets.
- Inspects and monitors all major programs, services, staff, and facilities on a regular basis to evaluate quality and efficiency of operations and systems and compliance with operational standards.
- Administers operational budgets. Forecasts department revenues and expenditures. Identifies and accesses resources to improve overall service delivery effectiveness.
- Develops and oversees the implementation of long-range goals and strategies addressing the need for parks and recreational facilities and plans for the establishment of the facilities and maintenance of parks/facilities.
- Develops, implements, and updates comprehensive Urban Forest Management Plan.
- Responsible for preparation of crews and equipment, response, and mitigation for all severe storm occurrences.
- Coordinate internal resources and third parties/vendors for the execution of projects. Ensure all projects are delivered on time, within scope, and within budget.
- Assists in scheduling projects. Prepares work orders. Allocates personnel and equipment. Monitors work in progress and checks completed projects. Advises crews.
- Meets and coordinates with community interest groups.
- Negotiates and monitors third party vendor and concession contracts and operations.
- Maintains confidentiality of all proprietary department information, participant personal data and all personnel matters including medical information.
- Must hold Certified Parks and Recreation Professional Certification (CPRP), Aquatic Facility Operators Certification (AFO), Department of Transportation Alcohol and Other Drug Abuse Regulation Certification, CPR, and First Aid.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Interpreting and applying City policies and procedures.
- Promoting and enforcing safe work practices.
- Speaking to large groups of the public concerning La Crosse Center, Parks, Forestry, and Facilities.
- Attends training as assigned.
- Prepares reports and spreadsheets.

- Attends meetings as needed.
- Performs other duties as assigned or as necessary.

Minimum Training & Experience Requirements

- Bachelor's degree in Recreation Management or related field from an accredited college; five years related and supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Must obtain a CPRP National Certification.
- Must obtain an Aquatic Facility Operator (AFO) certification within six (6) months of hire.
- A minimum of three years' professional urban forestry supervisory experience.
- Minimum of two years building maintenance supervisory experience.
- Valid motor vehicle license required.
- First Aid and CPR certification required.
- Demonstrated computer aptitude with Microsoft suite applications.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data. Ability to effectively research and interpret related topics.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
- Ability to utilize a wide variety of advisory data and information such as budget reports, time sheets, job applications, performance evaluations, safety and personnel policies, payroll records, registration lists, brochures, newspaper copy, event schedules, staff reports, program recommendations, billing statements, receipts, financial reports, grant applications, city maps, State and Federal environmental regulations, fee schedules, facility use requests, tax reports, computer software operating manuals, equipment manuals, rule books, plan specifications, blue prints, land plats, recreation books/manuals, program forms, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with program participants, parents, school personnel, business organizations, State and Federal organizations, recreation organizations, sports clubs, volunteers, various city departments, professional associations, engineers, architects, construction representatives, Park and Recreation staff, news media representatives, council members, and the public.
- Ability to conduct presentations to the public, common council, or other various audiences.

Mathematical Ability

- Ability to add and subtract, multiply, and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports. Ability to use the principles of basic algebra, geometry, and accounting.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading and instructing.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to maintain professionalism, integrity, and credibility in confrontational situations.

Physical Ability

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, common hand tools, computer terminal, sound reinforcement equipment, telephone, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring moderate skill, such as cutting and typing.
- Ability to exert occasional moderate physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irritants, intimidation, temperature variations or extremes, machinery and disease may cause discomfort and poses a limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.