

# CITY OF CHATTANOOGA

## Classification Specification Title: Administrator of Parks and Outdoors

**Department: Parks and Outdoors**

**Pay Grade: GS.24**

**Supervision Received From: Chief of Staff**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Dep Admin PO, Exec Asst,**

**Established: 7/01/22**

**Sr. Dir. Arts Culture Creative Economy**

**Revision Dates: 3/28/25;**

**10/18/24; 8/27/24; 10/20/23**

### CLASSIFICATION SUMMARY:

The Administrator is responsible for ensuring safe, sustainable, and attractive parks and recreational opportunities for residents and the public, to include planning and management of public events, maintenance and care for City facilities and open spaces, and effective and efficient operation of the department. This position is also be responsible for managing and expanding an energetic portfolio of activities and responsibilities, to include youth sports, fitness, special interest programs for a variety of populations, outdoor recreation programs, trips, and special events.

### SERIES LEVEL:

The Administrator of Parks and Outdoors is a stand-alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Leads and directs operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates activities with other departments and agencies as needed.

Coordinates the master planning for all new parks, recreation, and outdoor facilities.

Plans, coordinates, and directs a diversified year-round, citywide parks program, to include the management of various fields, parks and outdoor facilities.

Reviews program areas, implements changes and/or new programs to meet the recreation needs of the community; and develops, maintains, and implements a current parks, open spaces, and the recreation services master plan.

Develops and oversees the organizational structure, the budget, and staffing of the Department of Parks and Outdoors in coordination with the Chief of Staff.

Advises the Chief of Staff, the Mayor and City Council on key matters of parks, recreation, open spaces, and related outdoor issues.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and seven (7)+ years of experience in roles of growing scope, responsibility, and demonstrable results in the urban parks and recreation sector or a related field; or any combination of equivalent experience and education.

Advanced degree in parks, recreation, landscape architecture, or a related field may be substituted on a year-for-year basis up to two (2) years of the required seven (7) years of experience as described above.

LICENSING AND CERTIFICATIONS:

A valid driver license.

KNOWLEDGE AND SKILLS:

Experience developing and communicating a shared vision for community challenges, needs, and opportunities.

A passion for community-centered issues and desire to work with a mission-driven organization.

Extensive knowledge of the principles and practices of parks, recreation and open space programs; extensive knowledge of equipment and facilities required in a comprehensive park, recreation and open space program; extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; and extensive knowledge of community recreation needs and resources.

Demonstrated ability to plan, organize, coordinate, and implement a comprehensive community parks, recreation, and open space program.

Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality.

Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve planning goals and objectives.

Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team.

Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

Visionary and strategic thinker who can lead and provide guidance on the interwoven issues of transportation, infrastructure, land-use, zoning, development, and environmental sustainability.

**PHYSICAL DEMANDS:**

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee 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 encourage both prospective and current employees to discuss potential accommodations with the employer.