



CITY OF SHREVEPORT
CLASS SPECIFICATION

DIRECTOR OF PUBLIC ASSEMBLY AND RECREATIONS (SPAR)
APPOINTED

Class Status:	Unclassified	Date Originated:	April 15, 2015
Department:	Parks and Recreation	Date Revision:	
Job Code:	00125	FSLA:	Exempt

POSITION SUMMARY: The Director of Public Assembly and Recreations reports to and serves at the pleasure of the Mayor. The Director is responsible for planning, coordinating, administering, reviewing and evaluating a broad program of community services including, but not limited to; recreation services, athletic programming, environmental services, facility maintenance, planning and development, public information and marketing, special event management, and community promotions and outreach. Responsibilities are of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by the director. Responsible for the overall planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Public Assembly & Recreation Department and other related community services and programs; performs other work as required. The Director of Public Assembly and Recreations reports to and has his work reviewed by the Chief Administrative Officer.

ESSENTIAL FUNCTIONS:

- Implements the major policies and dynamic vision of the Citizens of Shreveport as set forth by the City Administration and City Council Members
- Serves as the City's Project Manager for Interdepartmental efforts and project development
- Oversees the budget, design and construction of various capital projects
- Responsible for managing the daily operations of the department
- Develops and coordinates long range and short term department goals
- Communicates official plans, policies, and procedures to staff and general public
- Studies procedures to improve efficiency and effectiveness of operations
- Directs, plans, manages, and reviews the operations of the department
- Serves as the City's liaison to the Shreveport Convention Center and the Shreveport Hilton Hotel, responsible for the annual capital budgets, approval of expenditures, and oversight of contracts for management
- Responsible for enhancing employee performance through establishing and communicating clear expectations and ensuring the adherence to the City's evaluation procedures
- Makes presentations to boards, civic groups, and the general public
- Oversees the management, operations and maintenance of all city-owned facilities
- Develops and cultivates relationships with community leaders, neighborhood associations, community partners, and the media
- Forms coalitions of SPAR advocates that help to promote SPAR's vision and mission
- Responsible for the development and management of SPAR's operating and capital budgets



- Supervises and administers the personnel policies and procedures, including hiring and disciplinary guidelines, and the evaluation process for more than 600 full and part-time employees, including architects, engineers, and other professionals
- Develops a five-year strategic plan; and direct the implementation of the annual program of work
- Serves as one of the City's Point of Contact in procuring and growing successful relationships with state and federal government agencies, securing funding through programs and projects such as State Capital Outlay, Emergency Sheltering and the Department of Justice ADA program; This also includes Federal Grant Programs such as Brownfield, FTA , and Department of Agriculture
- Initiates and oversees public and private partnerships to improve Shreveport
- Encourages development and improvement in the Downtown District by directing projects and programs that promote cultural programming, capital investment, and redevelopment
- Coordinates contract administration within the City of Shreveport guidelines
- Organizes personnel and maximizes resources in order to maintain city-owned facilities in an efficient manner
- Plans, develops and recommends policy and implementation programs for the SPAR Web-Site, marketing strategies, volunteer programs, interactive burial data base for the four city-owned cemeteries, and the GIS program for the department
- Manages, develops, and recommends changes to the system of trails and pathways for the City, including complete street development and implementation; and trail connectivity.
- Responsible for the operation, maintenance and marketing of the three city-owned golf courses
- Prepares reports, budget analysis, and analytical information

MINIMUM QUALIFICATIONS:

EDUCATION: Requires Bachelor's degree from an accredited education institution with major course work in Business Administration, Facility Management, Public Administration, or related field. A master's degree in a related field is preferred

EXPERIENCE: **Must have** eight years to ten years of progressively responsible professional experience including five years managerial experience.

KNOWLEDGE: Knowledge of philosophies, trends, principles and techniques of community recreation service administration and public facility management; Principles and methods used in public administration, programming planning and techniques of personnel management, supervision, and training; budget techniques and public facility management operations and maintenance; marketing and public relations principles and techniques. Thorough understanding of Special event planning and promotion

Ability to analyze problems, identify alternative solutions, and implement recommendations in support of goals; Evaluate effectiveness of community services and assist in setting goals and priorities for program delivery; Communicate clearly and effectively both orally and in writing.

SKILLS:

- An experienced project, facilities, personnel, and fiscal administrator
- Knowledge of Public Administration as it specifically as it relates to local government
- Demonstrated success in managing a 600+ person staff, 62 parks, 136 buildings, and \$78 million in annual capital and operating budgets
- Ability to establish relationships with citizens, public officials, City partners, and the media, with a keen ability to foster and grow cooperative partnerships



- Innovative in finding funding, such as Historic Tax Credits, grants, sponsorships, private funding, and public partnerships
- Possess a reputation as a “can do troubleshooter;” prepared, organized, forward-thinking and a responsive team player who leads by example.

Other skills needed:

- Thorough knowledge of management and supervisory practices.
- Thorough knowledge of data analysis and collection principles.
- Some knowledge of parks and recreation principles and practices needed to oversee programs and services.
- Some knowledge of the operation and administration of parks and recreation facilities and services.
- Some knowledge of the operation and administration of public facilities, government-owned properties and their management and operation
- Ability to analyze information and make recommendations.
- Ability to manage several projects simultaneously and to meet deadlines.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with staff, other city officials, and the public.

Must possess a valid driver's license upon appointment

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Works under pressure due to multiple calls, inquiries, and conflict. The Director is subject to many interruptions and unpredictable situations. May be subject to long irregular work hours and may be in field as needed.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear and sit for a prolonged periods of time. The employee is required to frequently talk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL:

Travel is primarily local during the business day, although out-of-the-area and overnight travel will be expected.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The City of Shreveport is an EEOC Employer