



CLASS TITLE | DIRECTOR OF PARKS, CULTURE AND RECREATION

PAY GRADE: EX-65 | www.cityoftulsa.org/pay

Class Code: 1262

Effective Date: 07/12/2023

PURPOSE OF THE CLASSIFICATION: Under administrative direction, provides guidance and leadership for the Parks, Culture, and Recreation Department, and engages the department, its partners, and the community in developing and utilizing programming and services that contribute to the education, public safety, wellness and quality of life for the citizens of Tulsa; and performs other related duties as assigned.

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
- Oversees the management of City-owned tourism and attraction facilities, including museums, sports complexes, and other cultural, entertainment and historical attractions
- Establishes and maintains a strong department-wide team perspective on issues and service delivery, and complies with various federal, state, and local 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 accessibility 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 objectives identified by the administration
- Represents diverse Parks, Culture and Recreation Department interests, programs, services and events for professional and community groups, citizens and other agencies, developing support through volunteer engagement and development, sponsorships and other private contribution opportunities for the City
- Oversees and evaluates the research on trends, new technologies and best management practices in the related fields and develops new programs, processes and policies accordingly
- Attends Tulsa Park and Recreation Board meetings and keeps board members and executive management informed of ongoing goals, issues, and solutions
- Represents the City at various Authorities, Boards, and Commission meetings, City Council meetings, and public meetings related to City parks, cultural and recreation opportunities, attractions, and tourism responsibilities
- Reports 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: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours or 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,**
- (b) Ten (10) years of progressively responsible experience in parks and recreation, business, or non-profit management

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices, and methods of park, recreation administration



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- Comprehensive knowledge of the facilities and equipment needed in a broad park and recreation program and of the most effective arrangement of recreational areas
- Considerable knowledge of public administration, including budget preparation and control, purchasing, and personnel management
- Knowledge of best practices in marketing park and or recreation programs
- Knowledge regarding best practices in community engagement methods

Ability to:

- Provide strategic leadership
- Implement sound business practices
- Build effective partnerships and constituencies
- Develop, mentor and hold accountable employees and supervisors
- Plan, direct and coordinate the activities and personnel involved in a comprehensive park and recreation program
- Evaluate and present programs, establish goals and make recommendations for future continued improvement of the department
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization

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: Possession of a valid Oklahoma Class "D" Driver license.

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

EEO Code: E-01

Group: Cultural, Legal and Sciences

Series: Parks and Recreation Management