

POSITION DESCRIPTION

CLASS TITLE: Deputy Director of Parks and Recreation
DEPARTMENT: Parks & Recreation
DIVISION: Parks & Recreation
FLSA: Exempt
RETIREMENT: KPERS
DATE: June 4, 2026

GENERAL PURPOSE

Professional management position responsible for overseeing a year-round comprehensive parks and recreation program for the citizens of Leavenworth and assisting the Parks and Recreation Director in department management. This position provides highly responsible and complex administrative support to the Parks and Recreation Director. Contacts involve non-routine problems and may require in-depth discussion in order to resolve problems. Interaction is direct with citizens, other departments of the city and other government agencies.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Exercises direct supervision of the Parks Superintendent, Recreation Program Supervisor-Aquatics, and Recreation Program Supervisor. Assists Director with general supervision/oversight of the Riverfront Community Center Manager, Community Center Maintenance Supervisor and Parks and Recreation Administrative Assistant and Part-Time Administrative Assistant.

May assume duties and responsibilities of the Parks and Recreation Director during his or her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Duties listed below do not include all tasks that may be performed)

- Assists with or assumes management responsibility for the planning, maintenance and operation of the Parks and Recreation divisions, services and programs. Divisions may include, but not limited to: Parks and Campground Maintenance and Operations, Aquatics Operations, Recreation Programs, Performing Arts Center Maintenance and Programming, and Riverfront Community Center Maintenance and Operations.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for divisions and programs; recommends and administers policies and procedures.
- Provides input and feedback on all general management issues of the department including personnel management, budgeting, long and short term planning, capital project management, purchase and care of property and equipment, policies and procedures, interdepartmental activities, program marketing and community involvement.
- Responsible for overseeing the leadership and management of recreation programs, recreation facility operations, and recreation events and services.
- Works directly with the Recreation Program Supervisor identifying community needs for recreation programs and analyzing effectiveness of program offerings to ensure that programs match needs.
- Responsible for overseeing aquatic program management and aquatic related events.

- Works directly with the Recreation Program Supervisor – Aquatics and Aquatics Manager for aquatic facility maintenance of both the indoor and outdoor pools.
- Recommends modifications to programs, policies and procedures as appropriate.
- Assists Director with ensuring divisions, programs and activities adhere to federal, state and local guidelines, laws and codes.
- Responsible for overseeing the leadership and management of park maintenance operations including general grounds and facility maintenance throughout the parks and city-owned properties.
- Works directly with the Parks Superintendent to identify maintenance protocols, responsibilities and priorities.
- Works directly with the Parks Superintendent on park maintenance vehicle and equipment purchase and replacement requirements.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures in each division; recommends within department policy appropriate service and staffing levels.
- Assists the Director in the development and administration of department's operating budget, Capital Improvement Program, long range planning goals and objectives, policies and procedures.
- Supports the Director in undertaking special assignments on matters of specific interest/concern.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreational services, program development and implementation.
- Stays abreast of new parks and grounds facility maintenance trends and industry operational advances.
- Provides staff support to a variety of boards and commissions as assigned. Attends and participates in City Commission meetings and Parks and Community Activities Advisory Board meetings as required.
- Prepares policy reports and presents bid awards and equipment and amenity procurement to the City Commission for consideration as required.
- Formulates bid specifications and bid documents for publication for park and recreation improvements, equipment procurements, and construction projects. Reviews and approves plans, designs, and related documents. Assists in the bid award process, low bidder qualifications certification, and verification of required bid documents leading to bid award. Issues project notice to proceed as required.
- Assists Director in overseeing and monitoring parks and recreation improvement and construction projects as assigned. Works with contractors and consultants on completion of and overseeing project management; reviews and approves documentation for payments to contractors for work performed; negotiates change orders and other issues as required.
- Selects, trains, motivates and evaluates assigned personnel; completes formal and informal performance reviews; provide management, supervision and direction, including delegating and assigning projects and tasks to subordinates; identify, provide and/or coordinate staff training and development; work with employees to correct deficiencies; administers appropriate performance counseling and disciplinary action.
- May serve as liaison for the department with other city departments, divisions, and outside agencies. Negotiates and resolves significant and controversial issues as needed. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Assists Director in oversight of operations in the event of departmental and/or city emergencies.
- Maintains and monitors a safety culture in accordance with City policy to minimize accidents, injuries and property damage. Ensures timely completion of accident reports and investigations, reviews safety procedures, and identifies and assists with safety needs and safety training.
- Performs other duties as assigned.

NECESSARY MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's Degree from an accredited college or university in Parks and Recreation Administration, Park Resources Management, Recreation Management, or related field and a minimum of five (5) years of progressively responsible experience in parks and recreation management, grounds and facility management or related field; OR Associates degree in a related field and a minimum of ten (10) years of increasingly responsible experience in parks and recreation management, grounds and facility management, or related field.
- (B) Minimum of two (2) years in a supervisory capacity.
- (C) Must possess, or obtain within 90 days, First Aid and CPR certification and maintain during employment.
- (D) Must possess a valid driver's license and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- A. Extensive knowledge of the principles and practices of modern recreation sports programs, special events and aquatics; extensive knowledge of the principles and practices of modern parks and recreation programs; extensive knowledge of equipment and facilities required in a comprehensive parks and recreation program; considerable knowledge of community parks and recreation needs, resources and amenities; working knowledge of the principles and practice of office management, work organization and supervision; working knowledge of applicable City policies, federal, state and local laws, codes and regulations affecting Department activities.
- B. Skill in public speaking and effective presentations to both individuals and groups; skill in collaboration with other departments and/or entities to reach consensus and resolve issues; time management and organizational skills with a strong attention to detail; skill in the operation of listed tools and equipment.
- C. Ability to plan, organize, coordinate and implement a comprehensive community parks and recreation program; ability to make sound decisions and use good judgment; ability to develop long-term plans and programs; ability to communicate effectively, verbally and in writing; ability to provide leadership in daily operations, as well as during special event or emergencies; ability to establish and maintain effective working relationships with co-workers, supervisors, other agency representatives, and the public.

DESIRABLE QUALIFICATIONS

- A. Certified Parks and Recreation Professional (CPRP)
- B. Certified Playground Safety Inspector (CPSI)
- C. Certified Kansas Arborist
- E. Aquatic Facility Operator (AFO)
- F. Certified Pool Operator (CPO)

TOOLS AND EQUIPMENT USED

Automobiles and/or pickup trucks; occasional grounds maintenance equipment such as mowers, skid steer loaders, front end loaders, etc.; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges; personal computer including Microsoft Office, word processing, spreadsheet and data base software; financial software; telephone and cellular phone; fax machines; copier; scanner, etc.

PHYSICAL DEMANDS

