CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number_____

Meeting Type: Regular

Meeting Date: 8/9/2012

Action Requested By:
Administration

Agenda Item Type
Ordinance

Subject Matter:

Renaming of Recreation Services

Exact Wording for the Agenda:

Introduction of an ordinance amending Ordinance No. 07-266, adopted and approved on April 12, 2007, changing the name of Recreation Services to Department of Parks and Recreation.

Note: If amendment, please state title and number of the original

Item to be considered for: Introduction Unanimous Consent Required: Yes

Briefly state why the action is required; why it is recommended; what Council action will provide, allow
and accomplish and; any other information that might be helpful.

Associated Cost:

Budgeted Item: Not applicable

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head:_____ Date:

revised 3/12/2012

ORDINANCE NO.12- _____

DEPARTMENT OF RECREATION SERVICES RENAMED DEPARTMENT OF PARKS AND RECREATION

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that Ordinance No. 07-266, adopted on April 12, 2007, is hereby amended to read as follows:

The Department of Recreation Services is hereby renamed the Department of Parks and Recreation. The Department of Parks and Recreation shall be under the general supervision and control of the Director of Parks and Recreation. The Director of Parks and Recreation shall be a department head of the City and shall be appointed by the Mayor subject to the approval of the City Council as provided by law. The Director of Parks and Recreation shall hold office for the term of the Mayor making the appointment. The Director of Parks and Recreation shall be under the general supervision and control of the Mayor. Generally, the Director of Park and Recreation shall be available to council members to respond to requests for information or questions related to matters under the general control of the Director of Parks and Recreation which are pertinent to the performance of a council member's duties.

Ordinance No. 04-315 of the City of Huntsville, Alabama, as amended, adopting the Personnel Policies and Procedures Manual of the City of Huntsville (the "Personnel Manual") shall not constitute an employment contract with the Director of Parks and Recreation, and the Director of Parks and Recreation shall not be governed by the provisions of the Personnel Manual except (1) where otherwise provided by law, and (2) when enforcing the terms of the Personnel Manual in his or her capacity as a supervisor.

The duties of the Director of Parks and Recreation shall include but not be limited to the following:

Nature of Work:

This is a professional and administrative work of a responsible nature in directing the programs, projects and activities of the Parks and Recreation Department.

Work involves responsibility for administering comprehensive and diverse recreation, athletic and special event programs. Work is performed in accordance with general policies established by the Mayor, and the employee is expected to exercise considerable independent judgment and ingenuity in accomplishing program objectives. Work is evaluated through conferences, reports and program results.

Essential and Marginal Functions of Work:

Directs through division managers, the programs, operations and activities of the Department of Parks and Recreation; formulates and implements operating procedures and reporting systems; determines the overall effectiveness of programs, operations and activities.

Supervises and assists in the development and implementation of short and long range goals and objectives, and in the development and implementation of departmental policies and procedures.

Supervises, coordinates and evaluates the work of subordinate managers; schedules and attends staff meetings; supervises the development and implementation of staff training and safety programs.

Directs studies to determine recreation needs; directs the planning, design, construction and modification of recreation facilities and grounds.

Supervises and assists in the development of the annual department budget; maintains budget controls; directs the purchasing of equipment, materials and supplies. Meets and confers with the Mayor and City Council regarding departmental issues.

Confers with City officials, members of community and civic groups, and members of the media regarding recreation programs and activities.

Requires regular and prompt attendance plus the ability work well with others and work well as a team.

Marginal Functions of Work:

Answers inquiries regarding departmental programs, operations and activities. Meets with other department heads to exchange information and coordinate work. Attends conferences and workshops; performs related work as required.

The qualifications of the Director of Parks and Recreation shall include the following:

Knowledge, Skills and Abilities Required:

Thorough knowledge of the principles, practices and objectives of public recreation administration.

Considerable knowledge of the recreation needs and interests of communities, and of community organizations and groups served by recreation programs.

Considerable knowledge of the principles and practices of personnel management.

Ability to plan, organize, coordinate and supervise the work of subordinate personnel.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with subordinate managers, public officials, members of civic groups and organizations, members of the media, and the general public.

Minimum Education, Training and Experience:

A Bachelor's Degree in Recreation, Physical Education or related field from a college accredited by a regional accrediting agency recognized by the U.S. Department of Education; and thorough administrative and managerial experience in the administration of recreation programs, or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities.

Working Environment

Work is performed both in an office environment and on location at various recreations facilities.

Physical Demands:

Work is essentially sedentary with occasional walking, bending, climbing stairs and lifting light objects. Work also requires physical dexterity in the frequent use of hand-eye coordination and manipulative skills using fingers, limbs and body in the operation of a personal computer and vehicle.

Necessary Special Requirements

Valid Driver's License.

ADOPTED this the 8th day of August, 2012.

President of the City Council of
The City of Huntsville, Alabama

APPROVED this the 8th day of August, 2012.

Mayor of the City of Huntsville,
Alabama