



## Job Description

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<b>TITLE:</b> Parks and Facilities Director	<b>JOB CODE:</b> 1600
<b>DEPARTMENT:</b> Parks and Facilities	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Executive
<b>UPDATED:</b> March 30, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under administrative direction from the County Manager, plans, organizes and directs the maintenance operations and staff of County parks and facilities; prepares and manages the budget; coordinates with other departments; plans future maintenance and remodeling projects; develops departmental policy and procedures; ensures compliance with all laws and regulations, including safety requirements; assists in scheduling events.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops, evaluates and implements department goals, policies and procedures; evaluates programs and work processes; ensures activities comply with applicable laws, policies and regulations.
- Manages operations and staff; prioritizes and assigns work and projects; hires, trains and evaluates staff; coaches and instructs employees; develops staff and conducts performance evaluations.
- Develops and monitors the budget; approves all department purchase requisitions and travel requests; prepares special and recurring reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.
- Provides leadership, direction and coaching to staff in the areas of performance management, problem resolution, planning, and work assignments.
- Assigns, or delegates responsibility for, specified work of functional activities and disseminates policy to supervisors. Gives work directions, resolves problems, prepares schedules, and sets deadlines to ensure timely completion of work.
- Conducts research and planning for the department; monitors industry trends and identifies potential changes; analyzes workload and recommends staffing assignments and adjustments; manages projects including grants and capital projects.
- Plans and directs the construction and maintenance of parks and recreation, special facilities, open space land areas and all County-owned buildings.
- Develops and updates long-range capital improvement programs; submits these programs and recommendations to the County Manager and County Commission for required review and approval.
- Reviews and approves programs proposed by the parks and recreation staff prior to implementation.
- Makes public presentations as required to encourage participation in and support of the various parks and maintenance programs.
- Coordinates with outside agencies: meets with and gives direction to contractors bidding on projects.
- Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials; monitors vacation and sick leave.
- Directs training and coaching of workers to improve work performance and acquaint workers with county policies and procedures.
- Performs other related duties as assigned.

## Job Description

Parks and Facilities Director

### Required Knowledge and Skills:

- Knowledge of construction and maintenance methods, processes and materials.
- Knowledge of safety policies, rules and regulations.
- Knowledge of management and personnel administration methods, techniques and policies.
- Knowledge of budgets, grant requirements and financial reporting.
- Knowledge of purchasing, contracting and insurance requirements and procedures.
- Knowledge of livestock management and related safety procedures.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in planning and implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and developing revenue producing events and programs.
- Skill in training staff in building and maintenance trades, equipment operation and safety.

### Education and Experience

- Bachelor's Degree in Business Administration, Public Administration, or a related field, and five (5) years of experience in building, construction and maintenance, and in fairground operations; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to adverse weather conditions. May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____