

Job Posting

Job Title Deputy Director Enterprise (Parks and Rec)

Job ID 4739

Location Fayette County

Full/Part Time Full-Time

Regular/Temporary Regular

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SALARY

The minimum salary is \$78,621.92 annual

This is an exempt position not eligible for overtime
Pay Grade 528

FILING DEADLINE DATE

The deadline to apply is Monday, October 10, 2022

GENERAL DESCRIPTION

The purpose of this classification is to provide administrative direction regarding park operations and functions at properties including golf courses, pools, planning and design, project management, rental facilities and concessions. This classification is responsible for human resource functions, budget management, and lease and payment control.

MINIMUM REQUIREMENTS

Bachelor's degree in business, recreation, property management, natural sciences or related field; and, a minimum of six (6) years of experience with four (4) years in a business management environment; or, an equivalent combination of education, training, and experience.

ESSENTIAL FUNCTIONS

- Coordinates with the Division of Revenue and Internal Audit for revenue management of all enterprise operations; assists with periodic auditing of all cash control operations.
- Interacts with citizens, Council, user groups, and other divisions responding to public request to resolve concerns, evaluate new user group requests, public concerns and complaints.
- Approves all purchasing requests within section to include acquisition of quotes, development of RFP's and bid specifications.
- Provides direction and reviews for hiring functions; determines hiring eligibility for seasonal/part-time employees based upon background checks; recommends and administers disciplinary actions.

- Develops annual and capital budget requests for all enterprise operations to include revenue projections; develops new program budgets.
- Develops, creates and reviews policies, procedures, and guidelines; interprets, recommends, and directs actions based upon laws, ordinances, and governmental policies.
- Represents division at public events and meetings; participates on committees.
- Reviews and manages division properties leased to employees and outside agencies to include lease creation/renewal and collection of payments.

Additional Duties:

- Performs related work as assigned.

SPECIAL LICENSE/CERTIFICATION

- **Valid Driver's License**

SPECIAL REQUIREMENTS**Special Requirements:**

- Must be able to operate Urban County Government equipment and vehicles in a safe, prudent and responsible manner.
- All positions require drug testing before employment and may require a post-job offer physical as stated in Ordinances 21-14(b), 22-13 and 23-16.
- Pursuant to the Drug Free Workplace Act of 1988 and to sections 21-52, 22-34 and 23-50 of the Code of Ordinances, all employees must remain drug and alcohol free when reporting to work, while at work and while engaged in any work related activities.
- Based on Federal Regulations 19-10 this position may be eligible for and offered the hepatitis vaccinations. In addition, employees will be required to sign a statement stating they have accepted or declined the hepatitis vaccination.

EXAMINATION

Examination will be a training and experience evaluation from information provided on the application at filing deadline date.

HOW TO APPLY

Submit LFUCG electronic application through www.lexingtonky.gov/jobs and attach/upload applicable documents to verify your education, training, certification/license(s), or DD214 (for military preference with appropriate discharge) by filing deadline date.

RESUMES CANNOT BE SUBSTITUTED FOR THE APPLICATION, but may be electronically attached/uploaded to the application.

Please note that the section titled "Application Questionnaire" has to be completed every time a new or revised application is submitted. Even if other information is pre-filled, the Questionnaire does not transfer.

*****APPLICANTS WHO FAIL TO COMPLETE THE ELECTRONIC APPLICATION IN ITS ENTIRETY WILL NOT BE CONSIDERED FURTHER****

CLOSING STATEMENT

Lexington-Fayette Urban County Government offers an outstanding benefits package. Links to our most popular benefits are provided below:

- **Health and wellness benefits:** <https://www.lexingtonky.gov/health-and-wellness-benefits>
- **Paid and unpaid time off benefits:** <https://www.lexingtonky.gov/index.php/paid-and-unpaid-time-benefits>
- **Direct Deposit is required of all employees.**

The LFUCG is an Equal Employment Opportunity (EEO) employer, and as such is committed to nondiscrimination on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity in hiring, promotion, discharge, pay and other aspects of employment.

CONTACT INFORMATION

For further information, call, e-mail, or visit:

Division of Human Resources

200 East Main Street

Lexington, KY 40507

Phone: (859) 258-3030

Web site: www.lexingtonky.gov/jobs

E-mail: jobs@lexingtonky.gov