



Town of Queen Creek Deputy Director, Parks & Recreation

SALARY	\$65.44 - \$98.16 Hourly \$136,108.50 - \$204,162.74 Annually	LOCATION	AZ 85142, AZ
JOB TYPE	Full-Time	JOB NUMBER	2026 - 8004011
DEPARTMENT	Parks & Recreation	OPENING DATE	01/15/2026
CLOSING DATE	2/15/2026 11:59 PM Arizona		

Description

The Town is excited to announce an opportunity for an experienced parks and recreation professional to join the Parks & Recreation Department in a senior leadership role. This position serves as second in command to the Parks & Recreation Director and plays a key role in leading departmental operations, park and trail development initiatives, and strategic planning efforts.

The full salary range for the position is \$136,108.50 – \$204,162.74, with a midpoint of \$170,135.62. The starting salary will be determined based on qualifications, experience, and internal equity.

JOB CLASSIFICATION SUMMARY

Position assigned to this class is responsible for serving as second in command in the Parks & Recreation department; incumbent supervises, manages, and leads the activities and operations of assigned recreation, aquatics, and grounds division(s) and is responsible for fiscal, budgetary, and personnel in assigned area(s) of responsibility; incumbent is heavily involved in goal setting and policy making alongside the Parks & Recreation Director.

DISTINGUISHING CHARACTERISTICS

This is a senior management level position, recognized as a supervisory and organizational authority within a specific discipline or demonstrates broad practical knowledge in several major functions. Work involves directing, planning and coordinating across staff and projects/programs. Assists with policy development within assigned functional area or the organization. Typically reports to a department head and is a third- or higher-level supervisor.

Examples of Duties

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.

- Plans, directs and oversees assigned divisions in Parks & Recreation.

- Collaborates with the Parks & Recreation Director in the development and implementation of the department's long- and short-term plans, goals, and objectives including serving as the department's liaison with capital improvements; evaluates efficiency and effectiveness of operations, services, procedures, and use of resources; recommends and/or implements modifications or improvements as needed.
- Plans, directs, and oversees park and trail development initiatives; manages projects through all phases including concept development, planning, design, construction, and final operational implementation.
- Supervises, directs and evaluates assigned staff, processes employee concerns and problems; directs work; counsels, disciplines, and completes employee performance appraisals; interviews and selects new employees.
- Organizes, prioritizes, and assigns work; monitors status of work in progress and reviews completed work; confers with assigned staff, assists with complex/problem situations; provides technical expertise; coordinates staff development and training activities.
- Communicates with the applicable stakeholders as needed to coordinate work activities, reviews status of work, exchanges information, resolves problems, or gives/receives advice/direction.
- Responds to requests for information; responds to politically sensitive inquiries and concerns; resolves the most complex issues, often in collaboration with the Parks & Recreation Director; provides advice and counsel as needed.
- Facilitates meetings with internal departments and a variety of committees; prepares presentations for Council, management, staff, and citizens as needed.
- Manages customer service activities relating to area(s) of assignment.
- Prepares, reviews, approves, completes, processes, or retains various forms, reports, correspondence, personnel information, performance evaluations, invoices, budget reports, financial records, contracts, codes, ordinance, policies, procedures, manuals, reference materials, or other documentation.
- Attends meetings, serves on committees, and makes presentations as needed.
- Prepares Council Action reports as needed.
- Assists in the preparation and monitoring of the annual departmental budget.
- Conducts special projects and reviews.
- Assumes the duties and responsibilities of the Parks & Recreation Director in his/her absence.
- Performs related work as assigned.

Typical Qualifications

Education and Experience:

Bachelor's Degree from an accredited college or university in Business or Public Administration, Parks, Recreation, Community Services or a related field; 10 years of related experience; and 5 years of supervisory experience, or an equivalent combination of directly related education and experience. Master's Degree preferred.

LICENSING/CERTIFICATION REQUIREMENTS

- Driver's License;
- Maintain all certifications/licenses required at job entry.

KNOWLEDGE

- Managerial principles, practices, techniques and options to successfully motivate and supervise staff;
- Parks and recreation operations principles, methods and practices;
- Budgeting and finance principles and practices;
- Project management principles and practices;
- Applicable state, local and federal laws relating to parks and recreation operations;
- Personnel related laws and policies;
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities;
- Applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Customer service principles and practices.

SKILLS

- Supervising and leading staff;

- Managing, identifying, communicating and carrying out the objectives of the Parks & Recreation department and assigned divisions;
- Interpreting and applying community services principles, methods and practices;
- Using computers and related software applications;
- Interpreting and applying applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Solving problems and proposing sound decisions;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other interested parties sufficient to exchange or convey information and to receive work direction.

Supplemental Information

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this classification is indicated below with an "X"

X	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more time	1/3 to 2/3 of time	Up to 1/3 time	< 1 hour per week	Never occurs

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties			X		
Sitting	Desk work		X			
Walking	To other departments/offices/office equipment			X		
Lifting	Supplies, files				X	
Carrying	Supplies, files				X	
Pushing/Pulling	File draws, tables and chairs				X	
Reaching	For supplies, for files		X			
Handling	Paperwork		X			
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment	X				

Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground			X	
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground			X	
Crawling	Under equipment			X	
Bending	Filing in lower drawers, retrieving items from lower shelves/ground			X	
Twisting	From computer to telephone, getting inside vehicles			X	
Climbing	Stairs, step stool			X	
Balancing	On step stool				X
Vision	Reading, computer screen, driving		X		
Hearing	Communicating with co-workers and public and on telephone, listening to equipment		X		
Talking	Communicating with co-workers and public and on telephone		X		
Foot Controls	Driving				X
Other (Specify)					

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Standard office equipment; vehicle

ENVIRONMENTAL FACTORS:

D	W			M			S			N		
Daily	Several Times Per Week			Several Times Per Month			Seasonally			Never		
Health & Safety Factors	D	W	M	S	N	Health & Safety Factors	D	W	M	S	N	
Mechanical Hazards				X		Respiratory Hazards						X
Chemical Hazards				X		Extreme Temperatures				X		
Electrical Hazards				X		Noise and Vibration						X
Fire Hazards				X		Wetness/Humidity						X
Explosives				X		Physical Hazards						X
Communicable Diseases			X									
Physical Danger or Abuse				X								
Other (Specify Below)												

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C	F	O	R	N	
Continuously	Frequently	Occasionally	Rarely	Never	
2/3 or more time	1/3 to 2/3 of time	Up to 1/3 time	< 1 hour per week	Never occurs	
Description of Non-Physical Demands					
Time Pressure				X	
Emergency Situation				X	
Frequent Change of Tasks			X		
Irregular Work Schedule/Overtime			X		
Performing Multiple Tasks Simultaneously			X		
Working Closely with Others as Part of a Team			X		
Tedious or Exacting Work			X		
Noisy/Distracting Environment				X	
Other (Specify Below)					

PRIMARY WORK LOCATION:

X	Office Environment
	Warehouse
	Shop
	Recreation/Neighborhood Center
	Vehicle
	Outdoors
	Combination of Office, Vehicle and Field
	Other (Specify Below)

Employer

Town of Queen Creek

Address

22358 S.Ellsworth Rd

Queen Creek, Arizona, 85142

Phone

(480) 358-3204

Website<http://www.queencreekaz.gov/jobs>**Deputy Director, Parks & Recreation Supplemental Questionnaire*****QUESTION 1**

Do you hold a Bachelor's Degree from an accredited college or university in Business or Public Administration, Parks, Recreation, Community Services or a related field?

- Yes
- No

*QUESTION 2

Do you possess a Master's degree in a related field?

- Yes
- No

*QUESTION 3

How many years of progressively responsible experience do you have in parks and recreation, community services, public administration, or a closely related field?

- Less than 10 years
- 10 to 12 years
- 12 to 15 years
- 15 years or more

*QUESTION 4

How many years of supervisory or management experience do you have overseeing staff in a public sector or comparable organizational environment?

- Less than 5 years
- 5 years or more

*QUESTION 5

Detail your direct involvement in the creation of a Parks and Recreation Master Plan and/or CAPRA accreditation. Were you the project lead, a steering committee member, or a data contributor? Please specifically highlight how you translated community needs into actionable strategic goals.

*QUESTION 6

Describe your specific strategy for building a culture of trust and morale within a diverse workforce that includes both field-based maintenance crews and public-facing rangers. Please provide a specific example of how you have successfully created a unified culture between these two divisions that prioritizes both high morale and accountability.

*QUESTION 7

The Parks and Recreation Department is committed to working towards streamlined and efficient operations by using data to drive our decision-making. Technical Proficiency: What specific experience do you have managing or implementing software such as Cartograph (Asset Management), Wrike (Project Management), or GIS? How would you rate your proficiency in using these tools to manage daily operations? Strategic Analysis: Please provide a specific example of how you have analyzed data (such as work-order completion rates, asset lifecycle costs, or incident trends) to identify a problem, justify a budget increase, or pivot your team's strategy.

*QUESTION 8

What is your "Professional Superpower"? What is the one internal drive or instinct that allows you to succeed where others might get overwhelmed? As our divisions evolve and we implement streamlined workflows, how do you

leverage that trait to lead a team through operational change? Specifically, how do you shift the team's mindset from "the way we've always done it" toward a more efficient, data-driven future?

* Required Question