



## **New Bern Parks and Recreation LEADERSHIP SUCCESSION PLAN**

To ensure continuity of operations, this succession plan shall be used to determine what staff members will fill in for key leadership roles within the Parks and Recreation Department in the event of an absence (*vacation, conference trip, illness*) when staff cannot be onsite.

Leadership Team Members include:

- Director of Parks and Recreation
- Recreation Superintendent
- Building and Maintenance Superintendent
- Parks and Grounds Superintendent
- Administrative Support Supervisor
- Athletic Supervisor

In the event of a short/long term absence of the Director of Parks and Recreation, the Director shall appoint one of the following positions to fill in as acting Director:

- Building and Maintenance Superintendent
- Parks and Grounds Superintendent
- Recreation Superintendent

In the event of a short-term absence of the Recreation Superintendent, the Director may appoint the following position(s) to fill in as acting Recreation Superintendent:

- Facility Manager

In the event of a short-term absence of the Building and Maintenance Superintendent or the Parks Superintendent, the Director may appoint the following position(s) to fill in as acting Superintendent:

- Crew Leader

In the event of a short-term absence of the Administrative Support Supervisor, the Director may appoint the following position(s) to fill in as acting Administrative Support Supervisor:

- Special Project Coordinator
- Special Events Coordinator

In the event of a short-term absence of the Athletic Supervisor, the Director may appoint the following position(s) to fill in as acting Athletic Supervisor:

- Athletic Coordinator

#### 4.4.1 – Leadership Succession Plan

The Acting Director will have the authority to sign documents, approve invoices and purchase order requests and address any issues that may arise. The Acting Director shall also fill in for the Director by attending any meetings, where the Director's presence is required.

Notification shall be sent to the City Manager, City Clerk, Board of Aldermen, Department Heads and Parks and Recreation staff to notify them of the status.

In the event the Director of Parks and Recreation position is vacated, the City Manager shall appoint an acting Director of Parks and Recreation.

Approved – March 10, 2020



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Foster Hughes, CPRE  
Director of Parks and Recreation