

PARKS AND RECREATION DIRECTOR

DEFINITION

This position is under the general supervision of the Board of Mayor and Aldermen and City Manager to establish programs, procedures and policies for the department. The employee is responsible for the management of all recreation and fitness facilities, parks, fields and other recreation areas operated by the city. Duties also include planning and directing the recreational programs and facilities, including the handling of payments (including cash). Independent judgement is used according to the situation and different courses of action must be taken to complete the tasks.

ESSENTIAL FUNCTIONS OF THE JOB

Public: develops and implements active and passive recreational opportunities suitable for all segments of the population (youth, adult, seniors, special needs).

Financial: prepares dep't budget, supervises accounting and controls for collection of payments (including cash), expenditures of dep't funds, and financial reports.

Policies/Procedures: assists the BOMA and senior staff on formulation of department policies and procedures. Includes procedures and work methods to ensure efficient and effective use of department personnel and equipment.

Programs and Facilities: organizes, plans, supervises and directs parks and recreational programs. Lead the operation, maintenance and repair of parks and recreation facilities. Reviews/analyzes the methods, equipment used, personnel and performance. Strive for increased effectiveness and efficiency.

Staff Management/Training: directs/supervises parks and recreation staff (full-time, part-time and volunteer). Manages dep't administrative activities. Coordinates formal and on-the-job training. Assists and guides staff development. Perform employee evaluations. Be a leader in standards of operation. Actively seek/promote staff input in goals, objectives, plans and budgets.

Records: establishes and maintains files, correspondence and records and prepares reports concerning the status of the department and its personnel.

Communications: develops/implements public relations and publicity programs.

Maintains an effective working relationship with the public, other government agencies, other P&R organizations, the news media and all City staff. Make effective and timely use of website and social media for citizen engagement and notification.

Expansion and Development: evaluates expansion and development of new facilities and programs, prepares proformas, feasibility studies and implementation plans.

Team Member: expected to be a "hands-on" team member, assisting with customer service, working side-by-side with other parks and recreation staff during periods of heavy demand, program registrations and event staffing. Provide backup to city staff.

Contractor Selection/Management: prepare bid and RFP documents, lead contractor selection and supervision, invoice review, punch list and close-out.

Other: help manage City commercial properties and acquire/retain commercial tenants.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of principles and practices of public recreation program design and delivery, and facilities management.

Knowledge of proper financial practices, including cash management/controls.

Knowledge of personnel policies and procedures and proper financial practices.

Knowledge of the materials and equipment used in general maintenance and construction work.

Knowledge of occupational hazards and safety precautions.

Knowledge of the principles and methods of supervision.

Knowledge of the facilities and equipment needed to implement and operate a broad recreation and fitness program.

Ability to plan, direct, implement and manage all phases of a comprehensive parks and recreation program, its personnel, policy and fiscal planning activities.

Ability to plan and supervise the work of subordinates.

Ability to use necessary tools and equipment in performance of required skills.

Ability to evaluate situations and make positive decisions.

Ability to communicate ideas and information clearly, concisely, and convincingly, orally and in writing.

Ability to keep accurate records and make reports.

Ability to react quickly and calmly in emergency situations and determine proper course of action.

Ability to deal effectively with citizen complaints regarding department activities and procedures.

Ability to perform public appearances, interviews and speaking engagements to promote Parks and Recreation services.

QUALIFICATIONS

At least three years' experience in recreation program delivery and facilities management.

At least two years' experience in management and supervision of subordinates.

A degree from an accredited four-year college or university degree is preferred, but not mandatory. Studies in parks, recreation or related fields are a plus.