

EMPLOYMENT OPPORTUNITIES



CITY OF HUNTSVILLE

Department of Human Resources
308 Fountain Circle, Municipal Building-1st Floor
Huntsville, AL 35801
(256) 427-5240

<https://www.huntsvilleal.gov/government/jobs/>

An Equal Opportunity Employer

Job #	Job Title	Job Type	Salary Grade 21	Date Released	Deadline for Applications
4685	Director of Parks and Recreation	Full-Time Appointed	\$77,043 - \$130,790	01/07/2021	01/28/2021 Must be submitted by 6:00 p.m.

This is an appointed position, therefore the deadline for applications is subject to close prior to the listed closing date.

Department:

Parks & Recreation

Nature of Work:

This is a professional, supervisory position responsible for directing the programs, projects, and activities of the Department of Parks and Recreation, a department of approximately 230 personnel managing over 80 separate facilities and parks. Work involves responsibility for administering comprehensive and diverse recreation, athletic, and special event programs.

Work is performed in accordance with general policies and priorities established by the Mayor, while exercising considerable independent judgment and ingenuity in accomplishing program objectives. Establishes and enforces departmental policies and procedures. Work is evaluated through conferences, reports, and program results.

Directs, through division managers, the programs, operations, and activities of the department; formulates and implements operating procedures and reporting systems; determines the overall effectiveness of programs, operations, and activities.

Develops and implements short and long-range departmental goals and objectives. Develops priorities for recreational facility maintenance and expansion. Monitors and responds to recreational facility and activity demands from the community and various organized user-groups. Coordinates planning, design, and construction of recreation facilities and grounds with supporting City departments and community partners.

Supervises, coordinates and evaluates the work of subordinate managers; schedules and attends staff meetings; supervises the development and implementation of staff training and safety programs.

Supervises development of the annual department budget; maintains budget controls; directs the purchasing of equipment, materials, and supplies.

Meets and confers with the Mayor and City Council regarding departmental issues. Confers with City officials, members of community and civic groups, and members of the media regarding recreation programs activities.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team. Meets with other department heads to exchange information and coordinate work. Attends conferences and workshops; performs related work as required.

Physical and Environment Factors:

Work is essentially sedentary with occasional walking, bending, climbing stairs and lifting light objects. Work also requires physical dexterity in the frequent use of hand-eye coordination and manipulative skills using fingers, limbs and body in the operation of a personal computer and vehicle. Work is performed both in an office environment and on location at various recreations facilities.

Minimum Education, Training and Experience:

A Bachelor's Degree in Recreation, Physical Education or related field from a college accredited by a regional accrediting agency recognized by the U.S. Department of Education; and thorough administrative and managerial experience in the administration of recreation programs; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities. Thorough knowledge of the principles, practices and objectives of public recreation administration. Considerable knowledge of the recreation needs and interests of communities, and of community organizations and groups served by recreation programs. Considerable knowledge of the principles and practices of personnel management. Ability to plan, organize, coordinate, and supervise the work of subordinate personnel. Ability to communicate clearly and effectively, both orally and in writing. Ability to establish and maintain effective working relationships with subordinate managers, public officials, members of civic groups and organizations, members of the media, and the general public.

Necessary Special Requirements:

Valid Driver's License.

Applicants May Obtain a Copy of the City of Huntsville's EEOP Short Form Upon Request