

**JOB POSTING  
CITY OF SCOTTSBORO  
PARKS & RECREATION DEPARTMENT**

**Posted:** Tuesday, March 23, 2021  
**Removal:** Tuesday, April 13, 2021  
**Position:** Parks & Recreation Director  
**Range:** Negotiable

**Job Summary**

Under the general direction of the Mayor, employee is responsible for developing and administering a comprehensive community recreational program, including the maintenance of a wide variety of recreational areas, facilities, and equipment. Work includes exercising general supervision over the maintenance, beautification, and improvement of parks and public grounds. Work is performed in accordance with general policies, but the employee must exercise independent judgment and ingenuity in accomplishing program objectives and in interpreting the needs and desires of the public. Employee plans, implements and adheres to department's budget. Responsible for all department employees; monitors and approves employee payroll, performs evaluations, training, and other employee actions as needed. Prepares and administers grants; solicits outside funding sources; develops and implements new methods for revenue generation.

**Minimum Qualifications**

1. Possession of a bachelor's degree from an accredited college or university in parks and recreation, physical education, or leisure services required.
2. Ten years work experience in parks and recreation or related field preferred.
3. Possession of a master's degree preferred.
4. Management experience preferred.
5. Possession of a valid and current Alabama driver's license.
6. Ability to be on call.

**Knowledge, Skills, and Abilities**

1. \*Knowledge of City and department rules, regulations, policies, and procedures.
2. \*Knowledge of city parks and fields.
3. Knowledge of Alabama Department of Public Health regulations.
4. Knowledge of the principles, practices and methods use in parks and recreation administration, the management of programs and activities, and the acquisition and maintenance of facilities.
5. Knowledge of budget management principles.
6. Knowledge of personnel management principles.
7. Knowledge of computers and job-related software programs.
8. Skill in problem solving.
9. Skill in prioritizing and planning.
10. Skill in interpersonal relations; ability to work with the public in a calm, courteous manner.
11. Skill in oral and written communication.
12. Ability to be on call 24/7.

**THE CITY OF SCOTTSBORO IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG-FREE WORKPLACE.**