

**CITY OF FLORENCE, ALABAMA**  
invites applications for the position of:

**Director of Parks and Recreation**

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<b>SALARY:</b>	\$78,894.00 - \$105,013.31 Annually
<b>OPENING DATE:</b>	10/04/21
<b>CLOSING DATE:</b>	11/04/21 04:59 PM

**JOB SUMMARY:**

Works under the administrative supervision of the Mayor. Has the responsibility for the determination of needs, planning, development of programs and facilities, budgeting, and the implementation of a variety of leisure time services for the residents of the area. Implements the policies and procedures as established by the City of Florence. Interviews and selects personnel for employment. Schedules training sessions for new employees and continuing education classes for others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Executes policies, rules, and regulations of the governing authority:**

1. Assists and advises the governing authority on the formulation of policies and basic procedures.
2. Assists the governing authorities in related work that will be beneficial to the operation of the City.
3. Distributes and interprets policies and procedures.

**Plans, promotes, organizes, supervises, develops, and directs through executive, administrative, and supervisory staff, programs, services, and operations:**

1. Formulates (with cooperation of governing authority and staff) long-range plans for park and recreation areas and facilities to meet the demands and needs of the people.
2. Initiates surveys and studies of park and recreation needs and interprets them to the people.
3. Works closely with staff in directing and guiding them to a cooperative realization of department goals and objectives.
4. Calculates expenditures for new programs and services.
5. Attends conferences, seminars, and workshops on local, district, state, regional, and national level.

**Administers total services assigned to the Parks and Recreation Department:**

1. Supervises all personnel. Assigns and schedules work.
2. Reviews programs and plans submitted by employees.
3. Checks on programs and facilities.
4. Interprets department operations and programs to the citizens of Florence.
5. Schedules training services for new employees and continuing education classes for others.

**Assists Human Resources Department:**

1. Interviews all employees and volunteers.
2. Advises employees of any changes in policies and procedures.
3. Evaluates and maintains records on all employees for submission to the Human Resources Department.
4. Coaches and mentors supervisors within the department, and sees that employees are appropriately coached and disciplined.

**Prepares and administers budget:**

1. Plans programs, services, and labor expenses for the upcoming year.
2. Maintains inventory of facilities and equipment.
3. Prepares and submits the budget.
4. Administers budgetary controls and expenditures.

**Encourages and leads department staff in full cooperation with community agencies.**

**Interprets and communicates the needs and responsibilities of the department to other department heads.**

**Develops and implements annual and long-range plans:**

1. Surveys staff, governing officials, and public concerning future programs.
2. Contracts and works with consultants to develop long-range plans.
3. Maintains Five-Year Action Plans.

**Develops and implements plans for constructing maintenance and repair facilities and services:**

1. Prepares documents and coordinates bid lettings for construction and rehabilitation projects.
2. Inspects and ensures projects meet contractual specifications.
3. Develops facility plans, submits bid proposals, and oversees construction developments.

**Performs other duties as assigned by the Mayor.**

**MINIMUM QUALIFICATIONS, EXPERIENCE, TRAINING, & LICENSE:**

1. A Bachelor's degree in recreation, management, or a related field preferred.
2. Minimum of 6 to 10 years of experience commensurate with the position showing increasingly responsible experience in the administration of recreational programs and services, including management and supervisory experience.
3. Valid driver's license.

## **Licenses, Registrations, and/or Certifications**

1. Parks and Recreation Certification in current state of residence.
2. Prefer National Parks and Recreation Certification.

## **REQUIRED KNOWLEDGE SKILLS ABILITIES AND SUPERVISION REQUIRED:**

1. Considerable knowledge of budgeting and budgetary control.
2. Knowledge of materials and designs for construction and maintenance projects.
3. Knowledge of zoning and building ordinances.
4. Considerable knowledge of planning and ability to implement plans for facilities and land use.
5. Thorough knowledge of city regulations, policies, and operational procedures.
6. Ability to supervise personnel, to mediate problems between employees, and to supervise their relations with the general public.
7. Ability to interpret rules, regulations, and operating procedures of the City of Florence and document any violations.
8. Ability to prepare bid and grant documents.
9. Ability to determine Parks and Recreation needs for the City and to plan and develop these needs in programs.
10. Ability to maintain inventory control.
11. Ability to review, analyze, and evaluate programs.
12. Ability to interview and evaluate applicants.
13. Ability to work with and coordinate activities of the City with other Department Heads.
14. Ability to work with Council members and officials of the City.
15. Ability to complete government surveys and write articles for media and professional publications.
16. Ability to promote and explain programs, projects, et cetera, to media and
17. citizens of Florence.
18. Ability to speak to professional and civic groups on local, state, and national levels.
19. Thorough knowledge of the philosophy of parks and recreation.
20. Ability to command the respect and cooperation from staff of specialists, governing officials, and public.
21. Ability to professionally respond to issues and complaints from the public.
22. Ability to track multiple projects effectively.

**Physical Demands:** Ability and strength to perform duties.

**Applications may be used for ninety (90) days for similar positions.**

The City of Florence, Alabama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.