

CITY OF SPRINGVILLE

JOB DESCRIPTION

JOB TITLE: PARKS AND RECREATION DIRECTOR

DEPARTMENT: PARKS AND RECREATION PAY GRADE: _____

REPORTS TO: MAYOR and CITY COUNCIL

APPROVED BY: CITY COUNCIL FOR CITY OF SPRINGVILLE DATE:

SUMMARY: The Parks and Recreation Director shall oversee the maintenance, upkeep and operations of the City's parks and recreational properties along with providing general oversight of the activities thereon. The employee shall provide direction, planning, organization and administration for the City's recreational programs and advising the Council as to the on-going needs of the Department. The employee is the head of the Parks and Recreation Department and shall work with the Parks and Recreation Board for the City.

ESSENTIAL DUTIES AND PRESPONSIBILITIES

1. Directing and Planning a comprehensive recreational and athletic program for all ages.
2. Under the supervision of the Mayor, interview and recommend the hiring of employees as needed by the Department and as budgeted by the City Council.
3. Provide training as necessary to Department employees along with providing or procuring the necessary training for participants within the athletic programs offered by the City.
4. Prepare annual budgets and reports related to the expenditures of the Department.
5. Formulate and recommend future projects and expansion of park properties and programs to benefit the citizens and the City.
6. Prepare bid packages applicable to the Department and handle functions necessary for the legal solicitation of bids.
7. Ensure the City's real properties utilized for public parks and recreation are maintained, upkeep and managed correctly.
8. Ensure the equipment necessary to maintain and upkeep the City's real property utilized for public parks and recreation is serviced, maintained and upkeep.
9. Make recommendations for equipment or infrastructure necessary to maintain and improve / expand the City's public parks and recreational programs.

The above is not intended as an exhaustive listing of duties and responsibilities but, rather, is intended to provide specific examples of duties and responsibilities that are consistent with the general obligations of the position.

The duties listed above are intended only as illustrations and examples of the various types of work that may be required of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISORY RESPONSIBILITIES:

Will supervise any and all employees of the Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required but does not constitute an exhaustive list of requirements. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

Employee must have knowledge / experience of or with municipal Park and Recreational issues. Employee must have experience in organizing and/or maintaining recreational athletic programs or leagues.

Must have knowledge of proper care and maintenance for park properties and equipment necessary to maintain the same. Must have knowledge of and be proficient in the area of computer usage and basic accounting or budgetary principals. Must have a state of Alabama driver's license and must be physically capable of moving about for field work under a variety of weather conditions and adverse conditions. The employee must have the ability to communicate effectively verbally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed both in office and outdoor settings. Some outdoor work is required for maintenance of equipment and recreational fields. Hand eye coordination is necessary to operate computers, vehicles, drafting equipment and various pieces of office equipment while performing the duties of this job. The employee will be required to perform certain manual labor to effectuate the duties and responsibilities of the job. The employee will frequently be required to walk, sit, stand, talk, use hands and fingers. The employee will be required occasionally be required to lift or move up to twenty-five (25) pounds.

EDUCATIONAL / EXPERIENCE REQUIREMENTS:

Minimum of a Bachelor's of Science Degree.

The Employee must have no less than three years of experience in a municipal type of recreational program setting.